STATE OF NEW JERSEY
REQUEST FOR PROPOSAL

FOR: **INFORMATION SYSTEMS IMPACT STUDY (ISIS) / CONSOLIDATED ASSISTANCE AND SUPPORT SYSTEM (CASS) PREPARATION PROJECT**

BID NO:	2003-X-34102
T-NO:	T2106
DATE ISSUED:	1/10/03
N.J. VENDOR NO:	
VENDOR PHONE NO:	
VENDOR FAX NO:	
VENDOR FEIN/SSN:	
REQUISITION NO:	1023304
REQUESTING AGENCY:	547550

ESTIMATED AMOUNT: $ .00
CONTRACT EFFECTIVE DATE:
COOPERATIVE PURCHASING: NO
SET ASIDE: SUBCONTRACTING FOR MBE/WBE

DIRECT QUESTIONS CONCERNING THIS RFP TO:
BUYER: JENNIFER PETRINO PHONE: (609) 984-0493

PURSUANT TO N.J.S.A. 52:34 – 12 AND N.J.A.C. 17:12 – 2.2, PROPOSALS WHICH FAIL TO CONFIRM WITH THE FOLLOWING REQUIREMENTS WILL BE AUTOMATICALLY REJECTED:

1) PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF **2 P.M.** ON **2/27/03** AT THE FOLLOWING PLACE: DEPARTMENT OF TREASURY, GFSA, PURCHASE BUREAU, P.O. BOX 230, 33 WEST STATE STREET, 9TH FLOOR, TRENTON, NEW JERSEY 08625-0230. TELEPHONE, TELEFACSIMILE OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED.

2) THE VENDOR MUST SIGN THE PROPOSAL.

3) THE PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHAL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED, PRICE QUOTES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.

4) ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.

5) ALL CORRECTIONS, WHITE-OUTS, ERASURES, RESTRIKING OF TYPE, OR OTHER FORMS OF ALTERATION, OR THE APPEARANCE OF ALTERATION, TO UNIT AND / OR TOTAL PRICES MUST BE INITIALED IN INK BY VENDOR

6) THE VENDOR MUST SUBMIT WITH THE PROPOSAL BID SECURITY IN THE AMOUNT OF $ NONE OR NONE %. CHECK THE TYPE OF BID SECURITY SUPPLIED:__________________ANNUAL BID BOND ON FILE. ________________BID BOND ATTACHED. ________________CERTIFIED OR CASHIER'S CHECK ATTACHED. ________________LETTER OF CREDIT ATTACHED.

7) THE VENDOR MUST COMPLETE AND SUBMIT, PRIOR TO THE SUBMISSION OF THE PROPOSAL, OR ACCOMPANYING THE PROPOSAL, THE OWNERSHIP DISCLOSURE FORM. (SEE N.J.S.A. 52-25-24.2).

8) THE VENDOR MUST ATTEND THE MANDATORY PRE-BID CONFERENCE (S) AT THE FOLLOWING DATE (S) AND TIME (S): **1/27/03** AT **9:30 A.M.** AT THE NJ DEPARTMENT OF HUMAN SERVICES, FIRST FLOOR CONFERENCE ROOM, CAPITAL PLACE ONE, 222 SOUTH WARREN STREET, TRENTON NEW JERSEY

ADDITIONAL REQUIREMENTS

9) PERFORMANCE SECURITY: $ NONE OR NONE %.

10) PAYMENT RETENTION 10 %

11) AN AFFIRMATIVE ACTION FORM.

12) A MACBRIDE PRINCIPLES CERTIFICATION

13) REQUESTED DELIVERY: 30 DAYS AFTER RECEIPT OF ORDER

14) CERTIFICATION OR NOTIFICATION OF REGISTRATION WITH THE SECRETARY OF STATE IF A FOREIGN (NON-NJ) COOPERATION, IF NECESSARY (SEE N.J.S.A. 14A:13-1 ET SEQ. AND N.J.A.C. 17:12-2.12)

15) FOR SET ASIDE CONTRACTS ONLY, N.J. DEPARTMENT OF COMMERCE CERTIFICATION OR NOTIFICATION OF REGISTRATION AS A SMALL, MINORITY OR FEMALE BUSINESS (SEE N.J.A.C. 17:13-3.2).

TO BE COMPLETED BY VENDOR

16) DELIVERY CAN BE MADE _______DAYS OR _________WEEKS AFTER RECEIPT OF ORDER.

17) CASH DISCOUNT TERMS (SEE ATTACHED NOTICE):____________________%, ____________________DAYS: NET ____________ DAYS.

18) VENDOR PHONE NO.________________________

19) VENDOR FAX NO.____________________________

20) VENDOR FEDERAL ID NO.____________________________

21) Y0UR BID REFERENCE NO. ________________________

SIGNATURE OF THE VENDOR ATTESTS THAT THE VENDOR HAS READ, UNDERSTANDS, AND AGREES TO AL THE TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL, INCLUDING ALL ADDENDA. FURTHERMORE, SIGNATURE BY THE VENDOR SIGNIFIES THAT THE REQUEST FOR PROPOSAL AND THE RESPONSIVE PROPOSAL CONSTITUTES A CONTRACT IMMEDIATELY UPON NOTICE OF ACCEPTANCE OF THE PROPOSAL BY THE STATE OF NEW JERSEY FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITH IN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER THE REQUEST FOR PROPOSAL OR THE PROPOSAL DURING THE TERM OF THE CONTRACT, SHALL CONSTITUTE A BREACH AND MAY RESULT IN SUSPENSION OR DEBARMENT FROM FURTHER STATE BIDDING. A DEFAULTING CONTRACTOR MAY ALSO BE LIABLE , AT THE OPTION OF THE STATE, FOR THE DIFFERENCE BETWEEN THE CONTRACT PRICE AND THE PRICE BID BY AN ALTERNATE VENDOR OF THE GOODS OR SERVICES IN ADDITION TO OTHER REMEDIES AVAILABLE.

22) ORIGINAL SIGNATURE OF VENDOR	**23)** NAME OF FIRM
24) PRINT / TYPE NAME AND TITLE	**25)** DATE

REQUEST FOR PROPOSAL (RFP)

FOR THE
INFORMATION SYSTEMS IMPACT STUDY (ISIS)/ CONSOLIDATED ASSISTANCE AND SUPPORT SYSTEM (CASS) PREPARATION PROJECT

Bid Number:	**2003 – X – 34102**
Issue Date of RFP:	**January 10, 2003**
Mandatory Bidders Conference:	**January 27, 2003 9:30 am**
Bid Opening:	**February 27, 2003 2:00 pm**

NOTICE TO BIDDERS

AVAILABILITY OF STANDARD TERMS AND CONDITIONS AND OTHER REQUIRED FORMS

All standardized forms, conditions, notices and additional bidder requirements required by the State of New Jersey, Department of the Treasury, Division of Purchase and Property, Purchase Bureau may be obtained from the Purchase Bureau web site at the following URL:

http://www.state.nj.us/treasury/purchase/forms/forms.htm#standard

That site also provides instructions and forms for submitting a bidders application to be registered on the Purchase Bureau's Vendor File and/or to provide correcting information to the vendor information currently on file with the Purchase Bureau.

The following forms, at a minimum, are required to be acknowledged and/or included with any bid submitted in response to this RFP. All are stored in Adobe Acrobat (PDF) format. If you are not successful in accessing a specific form directly by "clicking" on the underlined hyperlink address, highlight and copy the URL address directly above the hyperlink and paste it in the netsite address in your web browser.

Standard Terms and Conditions

http://www.state.nj.us/treasury/purchase/forms/pbst.pdf

http://www.state.nj.us/treasury/purchase/forms/pbst.pdf

Gifts

http://www.state.nj.us/treasury/purchase/forms/pbxmas.pdf

http://www.state.nj.us/treasury/purchase/forms/pbxmas.pdf

Requirement to Provide a Certification in Compliance with MacBride Principles and Northern Ireland Act of 1989

http://www.state.nj.us/treasury/purchase/forms/pbmacb.pdf

http://www.state.nj.us/treasury/purchase/forms/pbmacb.pdf

Ownership Disclosure Form

http://www.state.nj.us/treasury/purchase/forms/pbodf.pdf

http://www.state.nj.us/treasury/purchase/forms/pbodf.pdf

Set-Off for State Tax

http://www.state.nj.us/treasury/purchase/forms/pbtax.pdf

http://www.state.nj.us/treasury/purchase/forms/pbtax.pdf

Reciprocal Action Against an Out-of-State Bidders

http://www.state.nj.us/treasury/purchase/forms/pbat01.pdf

http://www.state.nj.us/treasury/purchase/forms/pbat01.pdf

Subcontractor Utilization Plan Form

http://www.state.nj.us/treasury/purchase/forms/pbsa3.pdf

http://www.state.nj.us/treasury/purchase/forms/pbsa3.pdf

Notice of Intent to Subcontract

http://www.state.nj.us/treasury/purchase/forms/noticeintent.pdf

http://www.state.nj.us/treasury/purchase/forms/noticeintent.pdf

Affirmative Action Employee Information Report

http://www.state.nj.us/treasury/purchase/forms/inf016.pdf

http://www.state.nj.us/treasury/purchase/forms/inf016.pdf

Affirmative Action Supplement to Bid Specifications

http://www.state.nj.us/treasury/purchase/forms/pbaa01.pdf

http://www.state.nj.us/treasury/purchase/forms/pbaa01.pdf

Set-Aside Contracts Notice to Bidders

http://www.state.nj.us/treasury/purchase/forms/pbsa1.pdf

http://www.state.nj.us/treasury/purchase/forms/pbsa1.pdf

Procedures for Minority-Owned and Woman-Owned Business Subcontractor Participation in Contracts Awarded by the Division of Purchase and Property

http://www.state.nj.us/treasury/purchase/forms/pbsa2.pdf

http://www.state.nj.us/treasury/purchase/forms/pbsa2.pdf

TABLE OF CONTENTS

1.0 INFORMATION FOR BIDDERS

1.1 Purpose and Intent

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury, on behalf of the State of New Jersey, Department of Human Services (DHS), Division of Family Development (DFD). The purpose of this RFP is to solicit bid proposals from qualified bidders to: prepare an Implementation Advance Planning Document Update (IAPDU); prepare an implementation RFP; and provide Quality Assurance during implementation of the Consolidated Assistance Support System (CASS) Information Systems Impact Study.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered.

1.1.1 Subsequent Project Participation

After the development and release of the ISIS/CASS Implementation Project RFP, the contractor may be asked to perform quality assurance during project implementation. An all-inclusive fully loaded hourly rate will be paid for all work performed. That work may include, but may not be limited to, assisting in the evaluation of bid proposals as a non-voting member of the evaluation committee, providing quality assurance oversight, and assisting the State Contract Manager in the review of deliverables.

1.1.2 Project Summary

The contractor will:

- Prepare an ISIS IAPDU that will include a feasibility study, alternatives analysis and cost benefit analysis and recommended approach to the development of a new and fully integrated automated system that will support all benefit and service delivery programs supervised by DFD;
- Prepare the ISIS/CASS Implementation RFP that will result in bid proposals from qualified bidders to design, develop, implement, maintain and operate the proposed new and fully automated system that will support all benefit and service delivery programs supervised by DFD;
- Perform quality assurance services during the CASS Implementation Project.

The project components identified above will be performed sequentially. The feasibility study, alternatives analysis and cost benefit analysis components of the IAPDU are designed to provide the contractor with the necessary information to propose the most cost effective and technically advantageous approach to the implementation project. Federal approval of the cost estimates provided in the IAPDU will be necessary before the RFP is released.

Federal Guidelines for preparation of the documents required are available at the ACF web site at the following URL: www.acf.dhhs.gov/programs/oss/all_acf/!all_acf.htm.

1.1.3 Prohibition from Bidding on Subsequent RFP

The contractor selected as a result of this RFP is prohibited from submitting a bid proposal in response to the Implementation Project RFP. The contractor selected as a result of this RFP is also prohibited from being a subcontractor or rendering any assistance to a firm or individual that submits a bid proposal in response to the Implementation Project RFP.

1.1.4 Required Experience

Firms responding to this RFP must document their knowledge and experience in:

- Performance of feasibility studies, alternative analyses and cost benefit analyses of large scale human services programs and supporting automated information processing systems;

- Successful preparation of federally-approved APDs and RFPs for the implementation of integrated applications, and hardware and software solutions to meet information-processing needs; and

- Performance of Quality Assurance functions with respect to large scale, human services automated systems implementations.

1.2 Background

In 1995, the DFD received Federal approval to utilize an independent consultant to conduct an evaluation of all of the DHS client benefit automated systems. The consultant submitted a recommendation for a future course of action for systems enhancements and new automated initiatives.

That consultant conducted an Information Systems Impact Study (ISIS) to ascertain the business needs of the identified DHS programs. The consultant evaluated the ability of the existing systems environment (applications, software, hardware, methods of operation, etc.) to support all present and future needs on a continuing basis. The consultant evaluated alternatives for cost effectiveness, and submitted a comprehensive feasibility study and recommendation to the State.

An ISIS Implementation Advance Planning Document (IAPD) was submitted and approved by the Federal Health Care Financing Administration in April 1996, the Administration for Children and Families (ACF) in May 1996, and by the US Department of Agriculture (for the Food Stamp Program) in September 1996.

An IAPD Update (IAPDU) was submitted in June 2001 to provide a complete update on the status of the NJ ISIS project through Federal Fiscal Year (FFY) 2001.

The major goals of ISIS have been to:

- Migrate off the proprietary platform;
- Implement open systems infrastructure; and
- Integrate systems.

The major goals of ISIS remain unchanged. Technological advances occurring since the project start date in 1997 require a revised technical approach to achieving those goals.

Therefore, on November 1, 2000, DFD and DHS jointly issued a Request for Information (RFI) regarding the Consolidated Assistance and Support Services (CASS) systems development effort. CASS is the continuation of ISIS that will utilize federal financing to incorporate new technology solutions as the basis for future application development to meet the goals/objectives of ISIS.

The ISIS IAPD identified four key projects as necessary for providing a base for future development. Those projects, and the current status of each, are as follows:

- Data Warehouse is in development;

- Common Front End and Client Registration is a process to encompass all of the functions of intake and registration of a client for any program supported by DFD, and will be accommodated by the ISIS/CASS Implementation Project;

- General Assistance Eligibility is a web-enabled eligibility system that has been functionally developed and partially deployed; and

- Eligibility Determination and Benefit Calculation is a plan to reengineer the eligibility and benefit calculation functionality within the Family Assistance Management Information System (FAMIS), and will be accommodated by the ISIS/CASS Implementation Project.

The ISIS IAPD also identified four additional projects as necessary to fully integrate DFD systems. Those projects are:

- Disbursement, Financial Reporting, and Reconciliation Functionality,
- Child Support and Paternity Programs Functionality,
- Family Development Program (Work First New Jersey Case Management) Functionality, and
- Child Care Program Functionality

A PC based, client/server infrastructure has been deployed to support all of the ISIS projects. In support of the DFD applications on the DHS WAN there are approximately 80 LAN nodes connected together over primary and redundant T1 frame relay lines. There are approximately 7,000 Pentium PCs, with processor speeds of 166 MHz thru 1 GHZ, with the 166 MHz devices scheduled for replacement by the first quarter of 2003.

On November 1, 2000, the Department of Human Services (DHS) and the Division of Family Development (DFD) jointly issued a Request for Information (RFI). That RFI contained an overview of DFD programs, profiles of the software systems that support those programs, and the current data processing environment. Those descriptions are provided within Appendix B.

1.2.1 System Deficiencies

The current systems were designed to support many of the existing public assistance programs and meet the objectives established for these programs at the time these programs were implemented. Current systems cannot accommodate the increased diversity, complexity and mandates associated with the administration of public assistance programs since the implementation of welfare reform. Based on the study performed by DFD's ISIS consultant, and interviews with DFD management and the system user community, system deficiencies in the feedback. These fall into the following major categories:

- Deficiencies resulting from the inability to implement timely system modifications to support mandated business requirements (as an example, welfare reform was initiated in 1995 necessitating the need to change the programmatic focus from family/case based to client based, and the associated systems methodology, with the later yet to be achieved);

- Deficiencies resulting from the limitations of overall system functionality and system ease of use, and the technical architecture of the automated portions of the current system (as an example, DFD's applications currently operate on a Bull Jupiter 9000 in a proprietary environment, with a constantly diminishing supply of resources with which to maintain the applications);

- Deficiencies resulting from the lack of cross-program (or cross application) integration (as an example, the lack of automated interfaces to address the need to validate and/or reenter common/demographic data from one program/application to another); and

- Deficiencies resulting from the lack of data accessibility and reliability for management, financial, and ad-hoc reporting (as an example, programmatic information, especially at a summary level, is not currently available, but is much needed to support DFD's day-to-day operation).

1.2.2 ISIS/CASS System Objectives and Business Requirements

This section presents the generic system objectives and business requirements for Division of Family Development's revised/future systems. These cross all DFD programs and are described below.

Systems Must Be Client Focused
Systems must improve the effectiveness of case managers and State/County/Municipal staff by implementing system-based case management, client-centered system design, cross-program functionality, and support for improving public awareness of client services and how they are provided.

There Must Be Accurate, Efficient and Timely Access to Data

Future system designs must work to improve the effectiveness of DFD's organization and management by enabling efficient access to data for decision making and analysis. Currently, ad-hoc retrieval of information for reporting and/or general day to day questions can take from one to three weeks, or even longer in some instances.

Senior divisional managers have a need to have timely reporting on data in DFD's databases, and have that data reflect up-to-date information on a monthly basis. "Timely" does not necessarily mean real-time, or even daily information access. It does mean an agreed upon currency level for the data, one that will benefit the largest group of users.

New Jersey must implement strong, timely and accurate financial reporting and reconciliation components throughout ISIS/CASS to meet various local, state and federal reporting needs for accounting management. Such accounting functions are necessary to support historical reporting and audit purposes, to support local and statewide operations, and to support long term planning.

Align DFD Systems and Enhancements with DFD Priorities to Achieve the Most Benefit for the Least Cost

New Jersey must implement systems that most closely meet DFD's business requirements, support improved client benefit and service delivery, and improve client satisfaction. Systems must ensure consistent client information for all DFD programs and enhance control of eligibility errors and multiple issuances. By implementing system based case management, client-centered system design, cross-program functionality, and support for increased public awareness of client services, the efficiency and effectiveness of case managers and County/Municipal staff will improve.

DFD desires to reduce operating costs by maximizing the use of system components that adhere to an Open Systems Architecture philosophy, such as using industry defined standards, promoting interoperability between system platforms, and allowing for the consideration of multiple competitive solutions. System development and operational processes must be reengineered in order to minimize the quantity of manual activities; eliminate the redundant entry and retrieval of data; and move data capture, editing, and review processes to the point of entry, with no "hand-offs" between people and/or organizations.

A process that provides for on-line screening, case numbering, and registration capabilities needs to be implemented Statewide for all DFD programs. Systems must provide for full on-line update of historical databases in an auditable manner. Redundant information input and retrieval should be eliminated and systems must provide full inquiry capability. Support functions, including on-line help, on-line policy manuals, appointment scheduling on-line, and case tracking and case management alerts are desired. The automatic generation of reports, including state, local, and federally mandated reports, as well as statistical, financial, and ad hoc reports must be continued. Accommodation must be given for the printing of system generated notices (SGNs) to be printed both from a central site and locally at the work site.

A major objective of the re-engineering effort is to reduce the time workers spend determining eligibility and eliminate the time it takes to perform manual functions. On-line real-time automated eligibility determination and benefit calculation capabilities for all programs administered by the counties need to be developed. Systems must utilize on-line alerts to eliminate the need for manual tickler files, and must provide assistance in managing caseloads through automated on-line case management tracking and automated report production that would eliminate the manual tracking of reports.

Systems Must Be Interoperable With Other County, State, and Federal Systems and Fit Into The State of New Jersey Technical Architecture

Future DFD systems must be implemented with the ability to provide access to and compatibility with other state, county, and municipal systems as seamlessly as possible. DFD plans for a “single system image” that builds on total integration of different solutions for various State programs and agencies. System gateways for Internet, Email, and restricted access to and from other Internet facilities must be implemented.

Future DFD Systems must be developed in a technical environment that is 100 percent compatible with the New Jersey Office of Information Technology's (OIT) infrastructure and plans, and deliver common services that are platform independent.

Implement the Infrastructure to Minimize the Use of Paper and Where Possible Provide All Services Electronically

This includes open access by the general public to DFD service information, such as expansion of phone-based services, electronic mail capability between all government agencies and the general public, and continued expansion of electronic based payments and collections. This infrastructure must be implemented with security and availability as a basic criterion for its success.

Systems and Information Must Be Secure from Unauthorized Use, Access and Inadvertent Loss of Data

Information needs to be classified into different access categories such as availability to the general public, all government agencies, or select agencies and employees. The requisite systems need to be in place to support access and data security, particularly as computing usage becomes more ubiquitous among State, County and Municipal workers, as well as the general public. A disaster backup plan needs to be implemented and fully tested. In addition, systems must perform cross-checks and tracking for fraud detection and prevention.

Personnel Skills Need to be Leveraged Effectively

It will be necessary to establish and maintain the staff skills required to optimize the use of State, County and Municipal technical staff, as well as DFD system end-users, through the availability of increased training and staff development. This includes encouraging dialogue with peers in other states, as well as the private sector, for increased exposure to best, or alternative, practices.

1.2.3 Division of Family Development Program Overview

The mission of DFD, a division of DHS, is to provide leadership, direction and supervision to those public agencies responsible for providing economic assistance to individuals and families. In cooperation with those agencies, the DFD plans and develops policies and programs that promote individual self-sufficiency. In fulfilling its mission, the DFD provides financial resources, information management services, and administrative support for effective program operation, and serves as an advocate for those agencies and their beneficiaries.

These major programs include:

- Work First New Jersey/Temporary Assistance to Needy Families (WFNJ/TANF)
- Emergency Assistance
- WFNJ General Assistance (WFNJ/GA)
- Food Stamps
- Child Support and Paternity
- Child Care
- Home Energy Assistance
- Social Services for the Homeless
- Tax Offset Program

The agencies responsible for administering these programs include county welfare agencies (CWAs), county probation departments (CPDs), municipal welfare departments (MWDs), Work Force Investment Boards (WIBS) and Unified Child Care Agencies (UCCAs).

1.2.4 DFD Systems Overview

The major systems that support the DFD programs are:

- ACSES - Automated Child Support Enforcement System
- ALPHA-X - Alternative Alpha Index Lookup
- CARES – Child Care Automated Resources and Eligibility System
- CATS - Contract Administration Tracking System
- CCRRS - Child Care Resource and Referral System
- CTRX - Center-based Child Care System
- FAMIS - Family Assistance Management Information System
- GAAS - General Assistance Automated System
- HEA - Home Energy Assistance Program System
- iAcquire – On-line Report Management and Distribution
- IEVS - Income Eligibility Verification System
- OMEGA - On-line Management for Economic Goal Achievement System
- TOP - Tax Offset Program
- UAP - Universal Application Process

1.2.5 Current Technical Environment

Almost all of the DFD applications run on a Bull DPS 9000 mainframe computer located in the OIT HUB Data Center in West Trenton. A summary description of the Bull mainframe can be found in Appendix B - System Hardware Overview.

1.2.6 Communications Overview

OIT supports data communications Statewide for the State of New Jersey's 16 Departments. DHS directly administers the DHS WAN environment and integration with the State inter-lata WAN communication system. Redundant architecture supports automatic rerouting of traffic around failed components. Protocol independence is also supported.

Supplementing the OIT HUB environment is the DHS environment. The DHS environment utilizes a mix of OIT, DHS and DFD dedicated and shared facilities and equipment, which accesses both the Bull and IBM mainframes in the HUB.

1.3 Key Events

1.3.1 Questions and Inquiries

It is the policy of the Purchase Bureau to accept questions and inquiries from all potential bidders receiving this RFP.

Written questions may be mailed, faxed or preferably emailed to the Purchase Bureau to the attention of the assigned Purchase Bureau buyer at the following address:

Purchase Bureau
Division of Purchase and Property
State of New Jersey
PO BOX 230
Trenton, New Jersey 08625-0230
Attention: Jennifer Petrino
Phone: (609) 984-0493
Fax: (609) 292-5170
E-mail: jennifer.petrino@treas.state.nj.us (preferred form of contact)

1.3.2 Cut-Off Date for Questions and Inquiries

A Mandatory Pre-Bid Conference has been scheduled for this procurement; therefore, the cut-off date for submission of questions will be the date of the Mandatory Pre-Bid Conference. While all questions will be entertained at the Mandatory Pre-Bid Conference, it is strongly urged that questions be submitted in writing prior to the Mandatory Pre-Bid Conference. Written questions must be delivered to the Purchase Bureau buyer. It is requested that bidders having long, complex or multiple part questions submit them in PDF format via e-mails as far in advance of the Mandatory Pre-Bid Conference as possible. This request is made so that answers can be prepared prior to the Mandatory Pre-Bid Conference.

1.3.3 Question Protocol

Questions should be submitted in writing or via e-mail to the attention of the assigned Purchase Bureau buyer (Jennifer.petrino@treas.state.nj.us). Written questions should be directly tied to the RFP by the writer. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Short procedural inquiries may be accepted by telephone by the Purchase Bureau buyer, however, oral explanations or instructions given over the telephone shall not be binding upon the State. Bidders shall not contact the Using Agency directly, in person, or by telephone, concerning this RFP.

1.3.4 Mandatory Site Visit

Not applicable to this procurement.

1.3.5 Mandatory Pre-Bid Conference

A Mandatory Pre-Bid Conference has been scheduled for this procurement. The date, time and location are :

The Bidders Conference is on January 27, 2003 at 9:30 a.m.

NJ Department of Human Services
First Floor Conference Room
Capital Place One
222 South Warren Street
Trenton New Jersey

CAUTION: Bid proposals will be automatically rejected from any bidder who is not represented, or fails to properly register at the Mandatory Pre-Bid Conference.

The purpose of the Mandatory Pre-Bid Conference is to provide a structured and formal opportunity for the State to accept questions from potential bidders regarding this RFP, as well as to clarify the contents of this RFP. Conference proceedings are tape recorded.

Any revisions to the RFP resulting from the Mandatory Pre-Bid Conference will be formalized and distributed to attendees as written addendum to the RFP. Answers to deferred questions will also be distributed to attendees as written addendum to this RFP.

1.3.6 Project Schedule

The phases identified in this section must be performed by the contractor according to a schedule proposed by the contractor and approved by the State. Please note that the State expects the contractor to be ready to start work within ten (10) business days of receipt of notice of contract award.

Contract Award
Phase I – Project Start-up
Phase II – Feasibility Study and Alternative Analysis
Phase III – Cost/Benefit Analysis
Phase IV – Prepare Implementation Project Advance Planning Document Update and Prepare Implementation Project Request For Proposal (RFP)
ISIS/CASS IAPDU and Implementation Project RFP Sent for Federal Review and Approval
Implementation Project RFP Released
Phase V – Quality Assurance Oversight of Implementation Project
Contract Award for Implementation Project

The Implementation Project Request for Proposal is anticipated to be released within six months of the contract start. The implementation project is anticipated to start in less than four months after the issuance of the RFP.

1.4 Additional Information

1.4.1 Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed as follows:

A Mandatory Pre-Bid Conference has been scheduled for this procurement. Any addendum issued before the Mandatory Pre-Bid Conference will be distributed to all bidders who were sent the initial RFP. Any addendum issued at the time of, or after the Mandatory Pre-Bid Conference will be distributed only to those bidders represented and properly registered at the Mandatory Pre-Bid Conference. Any vendor attending the pre-bid conference must provide an e-mail address to which official communications, such as addenda to the RFP, can be sent in addition to required fax and mailing address information.

1.4.2 Addendum as a Part of this RFP

Any addendum to this RFP shall become part of this RFP and part of any contract resulting from this RFP.

1.4.3 Issuing Office

This RFP is issued by the Purchase Bureau, Division of Purchase and Property. The assigned buyer is the sole point of contact between the bidder and the State for purposes of this RFP.

1.4.4 Bidder Responsibility

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after bids are opened because of a bidder's failure to be knowledgeable of all the requirements of this RFP. By submitting a bid proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all of the requirements of this RFP.

1.4.5 Cost Liability

The State assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submittal of bid proposals in response to this RFP.

1.4.6 Contents of Bid Proposal

The entire content of every bid proposal will be publicly opened and becomes a public record. This is the case notwithstanding any Statement to the contrary made by a bidder in its bid proposal.

All bid proposals, as public records, are available for public inspection. Interested parties can make an appointment to inspect bid proposals received in response to this RFP, with the Purchase Bureau buyer.

1.4.7 Price Alteration

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes may preclude an award being made to the bidder.

1.4.8 Joint Venture

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture must be submitted with the joint venture’s bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Affirmative Action Employee Information Report, McBride Principles Certification, and a business registration with the Division of Revenue must be supplied for each party to a joint venture.

2.0 DEFINITIONS

The following definitions shall be part of any contract awarded or order placed as a result of this RFP:

ACF - Administration for Children and Families. The federal agency within the Department of Health and Human Services which is responsible for the supervision of the Temporary Assistance to Needy Families (TANF) Program and monitoring of Federal Financial Participation (FFP) requests.

Addendum – Written clarification or revision to this RFP issued by the Purchase Bureau.

AFDC – Aid to Families with Dependent Children.

All Inclusive Rate – All direct and indirect costs including but not limited to, overhead, fee or profit, clerical support, travel expenses, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. All-inclusive rates include portal-to-portal expenses. Time spent in traveling to and from the work site or employee's workstation should not be included in any estimates.

Amendment – A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Director, Division of Purchase and Property.

APD - Advance Planning Document.

APDU – Advance Planning Document Update

Bidder - An individual or business entity submitting a bid in response to this RFP.

CASS – Consolidated Assistance and Support System.

CFR - Code of Federal Regulations.

Consultant - Refers to the independent contractor retained to prepare the original ISIS IAPD.

Contract - This RFP, any addendum to this RFP, and the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The contractor is the bidder awarded a contract.

Deliverable - A document, produced as a result of the execution of a task.

DFD - Division of Family Development. The division within the New Jersey Department of Human Services that supervises the administration of public assistance entitlement programs.

DHS - The New Jersey Department of Human Services.

Director - Director, Division of Purchase and Property, Department of Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Director, DFD - Director, Division of Family Development, Department of Human Services.

Division - The Division of Purchase and Property.

Documentation Repository - A standard storage place for all functional documentation produced for a particular system under development.

DOL – Department of Labor.

Evaluation Committee – A committee established by the Director to review and evaluate bid proposals submitted in response to this RFP, and to recommend a contract award to the Director. The committee normally includes representatives of the using agency and the central purchasing authority. Other members may be appointed from other agencies or political subdivisions as disinterested third parties.

Federal Financial Participation (FFP) - A percent of State expenditures to be reimbursed by the federal government for certain costs associated with administration of programs and the development of automated systems.

Federal Fiscal Year (FFY) - October 1 - September 30.

Food and Nutrition Service (FNS) - Federal agency within the United States Department of Agriculture responsible for the supervision of the Food Stamp Program.

GA - General Assistance (cash assistance program for adults without children).

HHS - The United States Department of Health and Human Services.

Hourly Rate (All-inclusive) – All direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. All-inclusive hourly rates also include portal-to-portal expenses. Time spent in traveling to and from the work site of the employee's normal workstation should not be included in any estimates.

IAPDU – Implementation Advance Planning Document Update.

ISIS - Information Systems Impact Study.

May or Should - Denotes that which is permissible or recommended, not mandatory.

Must or Shall – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

OIS - Office of Information Systems (unit within the Division of Family Development).

OIT – Office of Information Technology (unit within the Department of Treasury).

Project - The undertaking or services that are the subject of this RFP.

Project Administrator - The contractor's contact person for this project responsible for coordinating all activities performed by contractor's staff.

Project Files - Files organized for a specific project that hold administrative information regarding budget, schedule and progress. They may also contain correspondence, various reports and other project related information.

Project Sponsor - The Project Sponsor is the executive manager within the user community who is responsible for project funding.

QRB - Quality Review Board, the group of individuals, appointed by the project sponsor, who are responsible for the final review and approval of contractor-submitted project deliverables.

QEC - Quality Evaluator Committee, the group of individuals, composed of a representative of each member of the QRB, who will initially review and recommend approval of contractor-submitted project deliverables.

Request for Proposal (RFP) – the document that establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of Using Agencies as identified therein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should - Denotes that which is recommended, not mandatory.

State - State of New Jersey

State Contract Manager – The individual responsible for supervising the contractor in the performance of tasks and production of deliverables as specified within the Scope of Work.

State Project Director – The Project Sponsor’s functional representative and Chairperson of the Quality Evaluator Committee, responsible for the evaluation of all project deliverables and for the submission of deliverables to the QRB.

Subtasks – Detailed activities that comprise the actual performance of a task.

TANF - Temporary Assistance for Needy Families

Task – A discrete unit of work to be performed.

UIB – Unemployment Insurance Benefits.

USDA - United States Department of Agriculture. The Federal agency which oversees the Food Stamp Program

Using Agency or Agency - The entity for which the Division has issued this RFP and will enter into a contract.

3.0 SCOPE OF WORK

The contractor will prepare, in accordance with State and Federal guidelines, an IAPDU, an implementation project RFP and may be requested to provide quality assurance services associated with the implementation project.

The IAPDU must be federally approved and include, at a minimum, an update to the following IAPD components:

- References to the approved IAPD and all approved changes
- Executive Summary
- Feasibility Study
- Alternatives analysis and recommended technical approach
- Costs and cost benefit analyses associated with the revised technical approach recommended
- Project Plan
- Project Schedule
- Cost Allocation Plan
- Other IAPDU sections as necessary

The implementation RFP must provide for the contractor services to design and develop a new or modify an existing fully integrated automated system that will support all programs supervised by DFD. The RFP shall also provide for implementation, maintenance and operation of the system. A draft of the implementation project RFP must be submitted with the associated IAPDU for federal review.

The project has been organized into sequential phases, as follows:

3.1 Project Start-Up (Price Line 1)
3.2 Feasibility Study and Alternatives Analysis (Price Line 2)
3.3 Cost/Benefit Analysis (Price Line 3)
3.4 IAPDU Preparation, Implementation Project RFP (Price Lines 4 and 5), and
3.5 Quality Assurance Implementation Project. (Price Line 7)

3.1 Phase I: Project Start-Up (Price Line 1)

In the Project Start-Up Phase, the contractor will perform project management functions, including the preparation of a project work plan and deliverable schedule, establishment of a documentation repository and project files and a complete review of present system documentation.

3.1.1 Plan, Supervise, Coordinate Project

The Project Administrator must perform project planning activities, prepare a project work plan and schedule, develop change control procedures, and establish a mechanism for problem and issue reporting and resolution. The Project Administrator shall submit this material to the State Contract Manager for review by the QEC and the QRB. The State reserves the right to request modifications, to approve, to approve conditionally, or to disapprove that plan and schedule.

Deliverables presented to the State are expected to be prepared in Microsoft Word for text files, Microsoft Excel for spreadsheets, etc., and Microsoft Project for project plans/schedules. DFD currently utilizes Office 97 and Project 98 versions of the Microsoft suite of office automation software. The contractor must submit all deliverables in a version compatible with the current DFD software versions.

3.1.2 Brief the Project Team (Contractor and State)

The contractor's team shall meet with the State Quality Evaluators to present an overview of the project plan and other pertinent information. The contractor shall propose how the project will be run, the standards for the project, and the manner in which project activities will be executed. The plan must include schedules and deliverable due dates as well as quality assurance and change procedures. After the briefing has occurred, the contractor shall prepare a memorandum that documents that the meeting took place and summarizes the results.

3.1.3 Brief the Quality Review Board (QRB)

Following review by the Quality Evaluators, the contractor shall schedule a meeting with the QRB to provide an overview of the project and describe its objectives and the benefits that will be provided. The contractor must prepare a memorandum documenting the meeting results and distribute it to the Project Sponsor and QRB members.

3.1.4 Set Up Documentation Repository/Project Files

The contractor shall establish a documentation repository including appropriate project files for the project. The documentation repository must be housed at the State work site. The documentation repository serves as the primary access point for completed tangible results for each task and must be immediately accessible to State management and project team members. The documentation repository must be logically organized where each section contains the completed, approved, tangible results for a task. Project files must be established to hold administrative information regarding budget, schedule, and project progress as well as any other correspondence, reports or project-related information. The contractor shall ensure that the documentation repository is immediately accessible to the State Contract Manager or a designee.

3.2 Phase II: Feasibility Study and Alternatives Analysis (Price Line 2)

In this phase, the contractor will prepare a Feasibility Study and Alternatives Analysis in accordance with the Federal guidelines issued by the US Department of Health and Human Services, Administration for Children and Families (ACF). As part of that process, the contractor will validate and update the requirements to support current business rules and regulations provided in the approved Feasibility Study contained in the original ISIS IAPD. The updated feasibility study must consider the Graphical User Interfaces (GUIs) already in use, (the General Assistance Automated System (GAAS) and the Universal Application Process (UAP)), current business operations, and the impact of current industry trends.

Following the review of existing system documentation, State and Federal requirements and meetings with State and County personnel, the contractor will produce a Baseline Requirements Document that will set forth the business requirements, technical requirements and strategic objectives of the new system.

A Feasibility Study is a preliminary study to determine whether it is sufficiently probable that effective and efficient use of ADP equipment or systems can be made to warrant the substantial investment of staff, time and money being requested, and whether the plan is capable of being accomplished successfully. It includes consideration of alternatives with associated cost/benefits.

The alternatives that must be evaluated are:

- Custom Development: Assess the costs and benefits of developing a completely new system that meets all functional and technical requirements;

- Legacy System Migration: Assess the costs and benefits of migrating existing code and converting the existing hierarchical data bases to a relational structure, and modifying the code and data bases to meet all functional and technical requirements; and,

- System Transfer: Assess the costs and benefits of transferring another State's federally approved system that meets, or can be modified to meet, all New Jersey functional and technical requirements. All available systems either fully developed or in the process of development in other States must be evaluated. The contractor shall document the evaluation of all available systems and justify the selection of the candidate system for transfer. The contractor must demonstrate that the selected transfer system is most advantageous to the State in consideration of functional, technical and architectural requirements.

The alternatives analysis is a required component of the Feasibility Study. It must include an evaluation of alternatives in accordance with established criteria, a cost/benefit profile of each alternative and a systems life benefits spreadsheet for the chosen alternative.

The contractor must review existing system documentation, State and federal requirements, and establish the baseline functional and technical requirements for which the contractor shall assess development alternatives.

3.2.1 Describe the Status Quo

Within the Feasibility Study, the Contractor shall establish the "status quo" in the State's management of benefit programs. The current environment must be described in accordance with Chapter 2 of the DHHS ACF "Feasibility, Alternatives, and Cost/Benefit Analysis Guide".

(The guide may be obtained from the ACF web site at the following URL: www.acf.dhhs.gov/programs/oss/all_acf/!all_acf.htm.).

3.2.2 Validate User Requirements

The functional, technical and system integration requirements must be validated. The contractor shall review existing system documentation, review State requirements, review Federal requirements, and meet with State and county personnel to identify baseline functional and technical requirements for which the contractor shall assess development alternatives. The contractor shall produce a baseline requirements document.

3.2.3 Update User Requirements

The Feasibility Study must include an update/validation of user requirements due to programmatic and systemic changes that have occurred since the original IAPD approval in 1996. The contractor shall conduct interviews with appropriate Federal, State and county representatives as identified by the State Contract Manager to validate user requirements. The estimated number of interviews necessary to fulfill this task is 300.

3.2.4 Publish User Requirements

The user requirements documentation must be edited, published, and distributed to members of the Project Team as well as selected user representatives. The requirements documentation must identify the impact to the previously approved ISIS/CASS projects: Common Front End/Client Registration, and Eligibility Determination and Benefit Calculation. New requirements for additional functionality must be specifically identified.

3.2.5 Conduct a Meeting with the Quality Evaluator Committee (QEC)

The contractor shall conduct a meeting with Quality Evaluators who will document their findings regarding the accuracy, completeness and functionality of the material developed by the contractor project team. Based on their comments and suggestions, the contractor must summarize those findings and prepare a comprehensive report to the QRB.

3.2.6 Present User Requirements to the Quality Review Board

The contractor shall prepare an agenda and schedule a meeting with the QRB to present an updated user requirements report. If questions are raised regarding the adequacy or correctness of specific aspects of the documentation, the contractor must resolve those issues. The contractor must be prepared to authorize the time and resources necessary to make revisions to the document and verify that all optional requirements are clearly identified. The project schedule must be reviewed at this meeting. After the QRB meeting, the contractor must review the minutes and extract all changes that are necessary to the user requirements. The contractor must modify the documentation and distribute the changes to all holders of the documentation. The contractor must obtain written acceptance of the user requirements report from the QRB.

3.2.7 Construct Conceptual Flowchart

The contractor shall construct a conceptual flowchart of the proposed system. Identify in flowchart symbols or pictorial form the types of input that would enter the system, general processing requirements, and the classes of output that would flow from the system, and the sequence in which input and output would occur. The contractor shall also describe succinctly in narrative form the functional processing that transpires in each phase of the proposed system.

3.2.8 Assess Project Feasibility

The contractor shall analyze and verify the technical, operational, and financial feasibility of the project and prepare a report that summarizes the findings. Technical feasibility refers to the capability of current technology and methods of operation to meet user requirements. Operational feasibility refers to the ability of the enhanced system to fit the operational pattern and resources of the organization. Financial feasibility refers to the ability of the State to fund (with Federal financial participation) the cost of developing, implementing and maintaining the system (i.e., provide initial cost estimates).

3.2.9 Prepare Feasibility Study and Alternatives Analysis

The contractor shall prepare a Feasibility Study and Alternatives Analysis (both required components of the IAPDU – Section V: Proposed Approach to System Development) in accordance with the ACF Feasibility, Alternatives, and Cost Benefit Analysis Guide. The contractor shall establish evaluation criteria for the Alternatives Analysis, which shall include: factors used in the evaluation, the weighting of those factors, and the evaluation methodology that shall be used to evaluate system alternatives. The factors to be considered shall include: conformance to baseline requirements, conversion requirements, conversion cost, development cost, maintenance cost, maintenance ease, ease of use, ease of operation, training requirements, capacity for growth, response time, vendor support and other relevant considerations proposed by the contractor.

The contractor shall research each of the alternatives identified. The evaluation framework shall be used to guide data collection and analysis for each of the alternatives. The analysis shall include, for each proposed alternative, an evaluation of the functional and application architecture, database architecture, network architecture and potential hardware and software vendors. The implications of each alternative for data conversion training, maintenance and operation shall be researched and identified.

The contractor shall evaluate each alternative against the baseline requirements and evaluate the ability of each alternative to fulfill each requirement.

An Evaluation Criteria Matrix shall be completed for each alternative. For the transfer alternative, evaluation shall require travel to the associated State for candidate system evaluation, and access to State documentation and contact with relevant personnel.

The contractor shall rank the alternatives using the criteria defined in the Evaluation Methodology. The risks associated with each alternative shall be evaluated. The impact of each alternative on the current facilities, organization and operation shall be evaluated. No more than four and no less than two viable alternatives, one of which must be the status quo, must be selected for the cost/benefit analysis.

3.2.10 Conduct a Meeting with the Quality Evaluator Committee (QEC)

The contractor shall conduct a meeting with Quality Evaluators who will document their findings regarding the accuracy, completeness and functionality of the material developed by the contractor project team. Based on their comments and suggestions, the contractor must summarize those findings and prepare a comprehensive report to the QRB.

3.2.11 Present Feasibility Study and Alternatives Analysis to the Quality Review Board

The contractor shall prepare an agenda and schedule a meeting with the QRB to present the Feasibility Study and Alternatives Analysis. If questions are raised regarding the document, the contractor must resolve those issues. The contractor must be prepared to authorize the time and resources necessary to make revisions to the document. After the QRB meeting, the contractor must review the minutes and extract all changes that are necessary to the document. The contractor must modify the documentation and distribute the changes to all holders of the documentation. The contractor must obtain written acceptance of the Feasibility Study and Alternatives Analysis from the QRB.

3.3 Phase III: Cost/Benefit Analysis (Price Line 3)

In the Cost/Benefit Analysis Phase, the contractor will assess the costs and benefits for each alternative.

3.3.1 Identify and Characterize all Costs

The contractor shall prepare the Cost/Benefit Analysis is a detailed evaluation of the costs and benefits of each alternative identified during the alternatives analysis. It includes costs of current and projected operations as a baseline for (1) determining which alternative to select for automation and (2) measuring costs and benefits of the implemented and operational systems over time.

3.3.2 Prepare Cost/Benefit Analysis

The contractor must identify cost profiles and identify all categories of cost that apply to the recommended alternative in each stage of the development and implementation cycles. Cost categories include those identified in the State Systems APD Guide dated September 1996. (The State Systems APD Guide may be obtained from the ACF web site at the following URL: www.acf.dhhs.gov/programs/oss/all_acf/!all_acf.htm.) The Cost/Benefit Analysis is a required component of the IAPDU, and therefore must conform to federal requirements established for an IAPDU.

3.3.3 Conduct a Meeting with the Quality Evaluator Committee (QEC)

The contractor shall conduct a meeting with Quality Evaluators who will document their findings regarding the accuracy, completeness and functionality of the material developed by the contractor project team. Based on their comments and suggestions, the contractor must summarize those findings and prepare a comprehensive report to the QRB.

3.3.4 Present Cost/Benefit Analysis to the Quality Review Board

The contractor shall prepare an agenda and schedule a meeting with the QRB to present the Cost/Benefit Analysis. If questions are raised regarding the document, the contractor must resolve those issues. The contractor must be prepared to authorize the time and resources necessary to make revisions to the document. After the QRB meeting, the contractor must review the minutes and extract all changes that are necessary to the document. The contractor must modify the documentation and distribute the changes to all holders of the documentation. The contractor must obtain written acceptance of the Cost/Benefit Analysis from the QRB.

3.4 Phase IV: Prepare Implementation Advance Planning Document Update (IAPDU) (Price Line 4) and Implementation Project Request for Proposal (RFP) (Price Line 5)

In the IAPDU Preparation Phase, the contractor will prepare an IAPDU that summarizes the results of the Feasibility Study and Alternatives Analysis and Cost/Benefit Analysis Phases. The contractor shall also prepare and include in the IAPDU all relevant updates to project plan, budget and schedule. The contractor will also prepare a draft of the Implementation Project RFP. Both deliverables must be submitted for Federal approval.

In the Implementation Project RFP Phase, the contractor will finalize the Implementation Project RFP by incorporating all QRB review findings and all Federal review comments. The final Implementation Project RFP must meet all Federal and State requirements.

3.4.1 Implementation Advance Planning Document Update

Once a determination is made by the State as to the alternative selected, the contractor shall develop an IAPDU for the ISIS/CASS Implementation Project to design, develop, implement, maintain and operate the proposed new and fully automated system that will support all benefit and service delivery programs supervised by DFD. The IAPDU must conform to Federal requirements described in 45 CFR 95.605, the State Systems APD Guide published September 1996 and any subsequent updates. (The Federal requirements may be obtained from the ACF web site at the following URL: www.acf.dhhs.gov/programs/oss/all_acf/!all_acf.htm.) The IAPDU must also conform to federal requirements described in FNS Handbook 901, Advanced Planning Document Handbook published 1997 and any subsequent updates.

The IAPDU must, at a minimum, include an update to the following IAPD components.

- References to the approved IAPD and all approved changes
- Executive Summary
- Expenditures and Accomplishments
- Feasibility Study
- Alternatives Analysis and recommended technical approach
- Costs and cost benefit analyses associated with the revised technical approach recommended
- Project Budget

- Project Plan
- Project Schedule
- Cost Allocation Plan
- Other IAPDU sections determined necessary by the State Contract Manager

3.4.2 Conduct a Meeting with the Quality Evaluator Committee (QEC)

The contractor shall conduct a meeting with Quality Evaluators who will document their findings regarding the accuracy, completeness and functionality of the material developed by the contractor project team. Based on their comments and suggestions, the contractor must summarize those findings and prepare a comprehensive report to the QRB.

3.4.3 Present Implementation Advance Planning Document Update to the Quality Review Board

The contractor shall prepare an agenda and schedule a meeting with the QRB to present the Implementation Advance Planning Document Update. If questions or issues are raised regarding the document, the contractor must address those questions/issues to the QRB's satisfaction. The contractor must be prepared to authorize the time and resources necessary to make revisions to the document. After the QRB meeting, the contractor must review the minutes and extract all changes that are necessary to the document. The contractor must modify the documentation and distribute the changes to all holders of the documentation. The contractor must obtain written acceptance of the Implementation Advance Planning Document Update from the QRB.

Acceptance of this deliverable shall be contingent upon review and approval by appropriate State and Federal staff. After State approval, the final IAPDU will be submitted to Federal authorities for their review, comment and approval. Final acceptance of the IAPDU deliverable from the contractor shall be contingent upon both receipt by the State of appropriate letter(s) of Federal approval for the IAPDU and the final RFP, and final review and written approval by the QRB.

3.4.4 Prepare Draft Implementation Project Request for Proposal (RFP)

The contractor shall prepare an initial draft of the Implementation Project RFP to procure the services of a vendor for the design, development and implementation of the revised technical approach to deliver the remaining ISIS/CASS integrated systems functionality. That document will incorporate the results of the Feasibility Study and Alternatives Analysis. The RFP must be developed in accordance with Federal requirements and the New Jersey Department of Treasury requirements. The draft RFP must include, but not be limited to the following sections: Summary, Scope of Work, Environment Requirements, Tasks and Deliverables, and Milestone Schedules. The draft RFP must be reviewed and approved by the Quality Evaluator Committee (QEC).

3.4.5 Conduct a Meeting with the Quality Evaluator Committee (QEC)

The contractor shall conduct a meeting with the QEC who will document their findings regarding the accuracy, completeness and functionality of the material developed by the contractor project team. Based on their comments and suggestions, the contractor must summarize those findings and prepare a comprehensive report to the QRB.

3.4.6 Prepare Final Implementation Project Request for Proposal (RFP)

The contractor shall prepare a final Implementation Project Request for Proposal (RFP) to procure the services of a vendor for the design, development and implementation of the revised technical approach to deliver the remaining ISIS/CASS integrated systems functionality. The final RFP must be developed in accordance with Federal requirements and the New Jersey Department of Treasury requirements. The final RFP must include, but not be limited to the following sections: Summary, Scope of Work, Environment Requirements, Tasks and Deliverables, Milestone Schedules, Performance Standards, Payment Procedures, Proposal Instructions, and Contract Information. The final RFP must be submitted for Federal review as an attachment to the IAPDU. Acceptance of this deliverable shall be contingent upon review and approval by appropriate State and Federal staff.

3.4.7 Present Implementation Project Request for Proposal to the Quality Review Board

The contractor shall prepare an agenda and schedule a meeting with the QRB to present the final Implementation Project Request for Proposal. If questions are raised regarding the document, the contractor must resolve those issues. The contractor must be prepared to authorize the time and resources necessary to make revisions to the document. After the QRB meeting, the contractor must review the minutes and extract all changes that are necessary to the document. The contractor must modify the documentation and distribute the changes to all holders of the documentation. The contractor must obtain written acceptance of the Implementation Project Request for Proposal from the QRB.

After QRB approval, the RFP will be reviewed and approved by the Division. The RFP approved by the QRB and the Divison will be submitted to Federal authorities for their review, comment and approval. Acceptance of this deliverable shall be contingent upon receipt by the State of appropriate letter(s) of Federal approval for the IAPDU and the final RFP, and final review and written approval by the QRB.

3.5 Quality Assurance Implementation Project (Price Line 7)

After the development and release of the ISIS/CASS Implementation Project RFP, the contractor may be asked to perform Quality Assurance during project implementation. An all-inclusive fully loaded hourly rate will be paid for all work performed. That work may include, but may not be limited to: assisting in the evaluation of bid proposals as a non-voting member of the evaluation committee, providing quality assurance oversight, and assisting the State Project Manager in the review of deliverables.

3.6 Presentation of Project Deliverables

During the course of the project, the contractor shall provide the deliverables identified in each task within the Scope of Work to the State Contract Manager at the completion of the task.

A task will not be considered complete until all associated deliverables have been accepted and approved by the State, and, as appropriate, Federal review. Tasks are listed sequentially and are expected to be performed in that order. No task may be completed unless and until all precursor tasks have been completed and approved. No task may be started unless and until all tasks in the precursor phase have been completed and approved; further, no task succeeding any QRB meeting may be started unless and until the QRB has approved and signed off on all deliverables presented for review prior to that meeting.

3.7 State Review and Approval or Rejection of Deliverables

The State Project Director, assisted by the Quality Evaluators, will review and submit comments on each deliverable to the contractor within seven (7) to twenty-eight (28) working days of receipt, depending on the complexity of the deliverable and the volume of information submitted. When the deliverable exists and/or has been modified to the State Project Director's satisfaction, that deliverable will be submitted to the QRB for approval. Some deliverables will require both State and Federal approval. Deliverables subject to Federal review and approval are not subject to the time frames identified in this section.

The review is to ensure that the deliverable is complete and functionally correct, that it conveys the information in a manner that will facilitate the development of an effective system. The contractor is responsible for resolving any problems that are discovered. Any issues that require significant time and/or personnel resources must be brought to the attention of the State Contract Manager. Those issues must be documented by the contractor and presented at status meetings held with State management personnel.

The State Project Director shall accept, reject or formally question the contents of all documents and deliverables. No deliverable will be considered finalized until formally accepted (signed-off) by the proper review authority as determined by the State Project Director.

When deliverables are to be submitted to Federal authorities for their review comment and approval, acceptance of this deliverable shall be contingent upon receipt by the State of appropriate letters of federal approval and final review and written approval by the QRB.

3.8 Quality Review Board (QRB)

The QRB will serve as the final quality review authority throughout the project. To allow sufficient time for their review, the QRB must receive all deliverables which have already been accepted with no further revisions required by the State Contract Manager, at least three (3) working days prior to each scheduled QRB meeting. Successor tasks cannot be started without the approval of all previous tasks where QRB approval is required.

3.9 Support of Federal Reviews

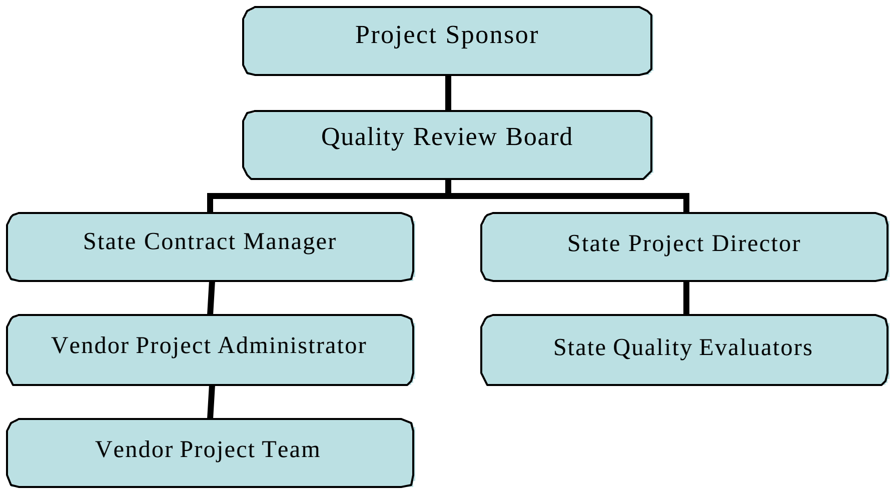
The contractor shall support State presentation, in all forms, to the Federal review on the process, methodologies, activities and construction of the Feasibility Study and Alternative Analysis, Cost/Benefit Analysis, Implementation APDU and associated Implementation RFP. The contractor shall also provide any written response requested by Federal Staff on any issues or questions raised in response to the submittal of the Implementation APDU and/or RFP.

3.10 Project Change Control

Requests for changes will emanate from the State Contract Manager and be documented on a Change Request form and screened before further processing takes place. The contractor is responsible for maintaining the change control process, reviewing requests with the State Contract Manager, classifying requests as major or minor, and providing an analysis of the impact of change requests on project work, budget, schedule and resources.

3.11 Contractor Project Management

ISIS/CASS Preparation Project Organization



Project Sponsor: Director, Division of Family Development (DFD)

The Project Sponsor is the executive manager within the user community who is responsible for project funding.

Quality Review Board (QRB): Director, DFD, Chairperson

DFD Assistant Director, Office of Child Support and Paternity Programs

DFD Administrator, Office of Budget and Financial Management

DFD Assistant Director, Office of Information Systems

DHS Director of Information Systems

Executive Manager, Office of Management and Budget

Executive Manager, Office of Information Technology

Representative, County Welfare Agency Directors' Association

State Contract Manager: Project Manager, DFD

State Project Director: Project Manager, DFD

Contractor Project Administrator: The contractor shall designate a Project Administrator to assume total project responsibility. It is mandatory that the proposed Project Administrator have experience managing a project comparable in size and scope. The State requires the Project Administrator to be committed and available to this project on a full-time basis, and to be present, on a weekly average, at least sixty percent (60%) of the Project's time on-site at the Division of Family Development, Quakerbridge Plaza, Hamilton Township, New Jersey, and that time shall be incurred during normal workday business hours (8 a.m. – 5 p.m.).

3.12 Contractor Project Management Reporting

For the purposes of contract and project management, the contractor's Project Administrator will report to the State Contract Manager or the State Contract Manager's designated representative.

The contractor's Project Administrator will be required to meet on a weekly basis with the State Contract Manager or the State Contract Manager's designated representative, and other personnel as appropriate. Those weekly meetings will be held at the Division of Family Development, Quakerbridge Plaza, Hamilton Township, New Jersey for the purpose of reviewing the progress of the project, answering questions, clarifying issues, reviewing the project plan, and resolving problems that do not require review at the QRB, or Purchase Bureau levels. Contractor project management and the preparation of project status reports as required shall be considered as overhead and the cost must be included in the hourly rates of contractor project staff. The contractor must provide a sufficient number of copies of all reports or other documents for all attendees at each meeting, the number of which will be determined by the State Contract Manager. The contractor must provide all necessary special equipment, such as overhead projector, etc., needed for such meetings.

3.13 Project Status Reports

The contractor's Project Administrator must provide the following management reports at each weekly meeting and each QRB meeting:

- A list of tasks and their associated deliverables completed and awaiting approvals at the end of the reporting period (since the last meeting), with completion dates identified;
- A list of tasks in progress, but not completed during the reporting period (since the last meeting);
- Identification of tasks ahead of schedule;
- A list of tasks behind schedule, or scheduled to have started, but were not started, together with reasons for delays;
- Problems encountered in the current or prior reporting periods and proposed solutions;
- Problems resolved since the last meeting and the methods of resolution;
- A list of any questions, and/or issues that must be resolved;
- Identification and justification of any adjustments in the schedule (time), resources (staff), scope of work, and costs;
- Disputed items;
- A schedule for the next week's activities.

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 General

The bidder must follow instructions contained in this RFP and in the bid cover sheet in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process. Any qualifying Statements made by the bidder to the RFP's requirements could result in a determination that the bidder's proposal is materially non-responsive. Each bidder is given wide latitude in the degree of detail it elects to offer or the extent to which plans, designs, systems, processes and procedures are revealed. Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive or, in the alternative, may result in a low technical score being given to the bid proposal.

The bidder is instructed to clearly identify any requirement of this RFP including all of its associated terms and conditions that the bidder cannot satisfy.

4.2 Proposal Delivery and Identification

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP cover sheet. Bidders submitting proposals are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. State regulation mandates that late bid proposals are ineligible for consideration. The exterior of all bid proposal packages must be labeled with the bid identification number, final bid opening date and the buyer's name. All of this information is set forth at the top of the RFP cover sheet.

4.3 Number of Bid Proposal Copies

Each bidder must submit one complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal. It may be submitted as hard copy, but there must be at least one copy in PDF format submitted on disk. Each bidder is requested to submit seven full, complete and exact copies of the original. The copies required are necessary in the evaluation of your bid. Bidders failing to provide the required number of copies will be charged the cost incurred by the State in producing the required number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 Proposal Content

The bid proposal should be submitted in one volume and that volume divided into four (4) Sections as follows:

4.4.1 Section 1 – Forms

4.4.1.1 Ownership Disclosure Form

In the event the bidder is a corporation or partnership, the bidder must complete the attached Ownership Disclosure Form. A completed Ownership Disclosure Form must be received prior to, or accompanying, the bid proposal. Failure to do so will preclude the award of a contract.

4.4.1.2 MacBride Principles Certification

The bidder must complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. Failure to do so may result in the award of the contract to another vendor.

4.4.1.3 Affirmative Action

The bidder must complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a Federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a valid and binding contract.

4.4.1.4 Set Aside Contracts

This is a contract with set-aside subcontracting requirements. The bidder must return with its bid proposal a completed Notice of Intent to Subcontract form listing all subcontractors that it intends to use during the course of the contract. Failure to do so will be sufficient cause to reject a bidder's proposal as non-responsive.

Bidders intending to utilize subcontractors must also include a completed and signed Subcontractor Utilization Plan. Failure to do so will be sufficient cause to reject a bidder's proposal as non-responsive.

4.4.2 Section 2 – Technical Proposal

In this section, the bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work Section, i.e., Section 3.0. The bidder must set forth its understanding of the requirements of this RFP and its ability to successfully complete the contract. This section of the bid proposal should contain at least the following information:

4.4.2.1 Management Overview

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. This narrative should convince the State that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. This narrative should convince the State that the bidder's general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFP tasks and subtasks are strongly discouraged as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince the State that the bidder's detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the bidder's proposal will lead to successful contract completion.

4.4.2.2 Contract Management

The bidder should describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidder's approach to communicating with the State Contract Manager including, but not limited to, status meetings, status reports, etc.

4.4.2.3 Contract Schedule

The bidder should include a contract schedule. It is expected that the scope of work for this project will be completed within six months of contract award. If key dates are a part of this RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required by the Scope of Work. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of each task and/or subtask.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology. The use of Gantt, Pert or other charts is at the option of the bidder.

4.4.2.4 Mobilization and Implementation Plan

It is essential that the State move forward quickly to have the contract in place. Therefore, the bidder must include as part of its bid proposal a mobilization and implementation plan, beginning with the date of notification of contract award. Such mobilization and implementation plan should include the following elements:

(a) A detailed timetable for a two-week mobilization and implementation period. This timetable should be designed to demonstrate how the bidder will have the contract up and operational within two weeks from the date of notification of award.

(b) The bidder's plan for the deployment and use of management, supervisory or other key personnel during the mobilization and implementation period. The plan should show all management, supervisory and key personnel that will be assigned to manage, supervise and monitor the bidder's mobilization and implementation of the contract within the implementation period.

NOTE: The bidder should clearly identify management, supervisory or other key staff that will be assigned only during the mobilization and implementation period.

(c) The bidder's plan for recruitment of staff to provide all services required by the RFP on the contract start date at the end of the mobilization and implementation period.

(d) The bidder should submit a plan for the purchase and distribution of equipment, inventory, supplies, materials, etc. that will be required to fully implement the contract on the required start date.

(e) The bidder should submit a plan for the use of subcontractor(s), if any, on this contract. Emphasis should be on how any subcontractor identified will be involved in the mobilization and implementation plan.

4.4.2.5 Potential Problems

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

4.4.3 Section 3 - Organizational Support and Experience

The bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the bidder's qualifications, and capabilities to perform the services required by this RFP.

4.4.3.1 Location

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

4.4.3.2 Organization Chart (Contract Specific)

The bidder should include a contract organization chart, with names showing management, supervisory and other key personnel (including subcontractor's management, supervisory or other key personnel) to be assigned to the contract. The chart should include the labor category and title of each such individual.

4.4.3.4 Staff and Organization Experience

Detailed resumes should be submitted for all management, supervisory and key personnel to be assigned to the contract. Resumes should be structured to emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope to those required by this RFP. Resumes should clearly identify previous experience in completing similar contracts. Beginning and ending dates should be given for each similar contract. A description of the contract should demonstrate how the individual's work on that contract relates to the individual's ability to successfully contribute to the services required by this RFP. With respect to each similar contract, the bidder should include the contact person’s name, address and telephone number to allow for a reference check.

4.4.3.4 Staff Experience, Commitment and Availability

State the job responsibilities for each key job title involved in each phase of the project. Indicate for each key individual, whether full-time or part-time commitment and availability is to be provided. If part-time, indicate the hours of commitment and availability for each phase.

Resumes of key individuals, including, but not necessarily limited to the Project Administrator, Technical Supervisor(s), Senior Analyst(s), and Analyst/Programmer must be provided.

Resumes must specify experience in:

- Performance of feasibility studies, alternatives analyses and cost/benefit analyses of large scale Human Services programs and their supporting automated information processing systems;
- Performance of mainframe computer system capacity planning studies;
- Selection and justification of alternative classes of computer systems, including mainframe, minicomputer and personal computer based systems, associated with integrated hardware and software solutions to information processing needs;
- Successful preparation of Federally approved Advance Planning Documents (APDs) and Requests for Proposal (RFPs) for the implementation of integrated hardware and software solutions to meet information processing needs;
- Planning, development and evaluation of Federally and non-Federally funded human services programs;
- Experience on project(s) of similar scope and size.

Resumes should include the following data:

- Name
- Skill Category(ies)
- Education
- For each school: School Name and Mailing Address, Dates Attended, Major(s), Degree(s) Conferred and Date(s).
- Employment History
- For each engagement/assignment/employer: Company Name and Mailing Address, Dates, Title(s), Responsibilities, Work Performed, Computers and Software utilized, Supervisor/Reference Name and Telephone Number.

In the event the bidder must hire or otherwise engage management, supervisory and/or key personnel if awarded the contract, the bidder should include a recruitment plan for such personnel. Such recruitment plan should demonstrate that the bidder will be able to initiate and complete the contract within the time frame required by this RFP.

4.4.3.5 Backup Staff

The bidder should include a list of backup staff that may be called upon to assist or replace primary individuals assigned to the project. Backup staff must be clearly identified as backup staff.

In the event the bidder must hire management, supervisory and/or key personnel if awarded the contract, the bidder should include, as part of its recruitment plan, a plan to secure backup staff in the event personnel initially recruited need assistance or must be replaced during the contract term.

4.4.3.6 Organization Chart (Entire Firm)

The bidder should include an organization chart showing the bidder's entire organizational structure. This chart should show the relationship of the individuals assigned to the contract to the bidder's overall organizational structure.

4.4.3.7 Experience of Bidder on Contracts of Similar Size and Scope

The bidder shall clearly indicate experience of the bidder in performing projects of similar scope and size to that proposed in this RFP. Projects of similar scope and size refers to projects of comparable cost involving the development of information systems that support federally funded human services programs and must include Temporary Assistance to Needy Families (TANF), Child Support Enforcement, Medicaid and the Food Stamp Programs. Specifically, experience in systems planning and evaluation activities involving feasibility, alternatives and cost benefit analyses, and expertise in the development of APDs and RFPs requiring federal approval must be provided. Also, indicate ability of the bidder to provide qualified personnel for the skills categories required.

Include a list of three (3) satisfied customers (with names, addresses, contact person, and telephone numbers), within the last five (5) years who have obtained services similar to those required by this RFP from individual members of the team the bidder has selected for this project. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this RFP. Beginning and ending dates should also be given for each contract.

4.4.3.8 Financial Capability of the Bidder

The bidder should provide proof of its financial capacity and capabilities to undertake and successfully complete the contract. A certified financial Statement for the most recent fiscal year and current bank reference(s) are acceptable.

4.4.3.9 Subcontractor(s)

4.4.3.9.1 Should the bidder propose to utilize a subcontractor(s) to fulfill any of its obligations, the bidder shall be responsible for the subcontractor's(s'): (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws.

4.4.3.9.2 The bidder must provide a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of this RFP.

4.4.3.9.3 The bidder should provide detailed resumes for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is designated to perform.

4.4.3.9.4 The bidder should provide documented experience demonstrating that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's proposal.

4.4.4 Section 4 - Cost Proposal

The proposal must include all price information, proposal prices shall include delivery of all items F.O.B. destination or as otherwise provided. Prices quoted must be firm through issuance of the contract.

5.0 CONTRACTUAL TERMS AND CONDITIONS

5.1 Precedence of Contractual Terms and Conditions

The contract shall consist of this RFP, all addendum to this RFP (if any), the contractor's bid proposal and the Division's Notice of Acceptance.

Unless specifically noted within this RFP, the Standard Terms and Conditions take precedence over the Special Terms and Conditions.

In the event of a conflict between the provisions of this RFP, including the Standard Terms and Conditions and the Special Terms and Conditions, and any addendum to the RFP, the addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any addendum to this RFP, and the bidder's proposal, the RFP and/or the addendum shall govern.

5.2 Performance Bond

Not applicable to this procurement.

5.3 Business Registration

Proof of valid business registration with the Division of Revenue, Department of the Treasury, State of New Jersey, should be submitted by the bidder and, if applicable, by every subcontractor of the bidder, with the bidder's bid. No contract will be awarded without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730.

5.4 Contract Term and Extension Option

The term of the contract shall be for a period of one year. The anticipated "Contract Effective Date" is provided on the cover sheet of this RFP. If delays in the bid process result in an adjustment of the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. This contract may be extended for one or more periods of all or part of one year with the aggregate time-period of all combined extensions not to exceed three years. In the event the public exigency may require, the Director may extend this contract beyond the period noted above.

5.5 Contract Transition

Not applicable to this procurement.

5.6 Availability of Funds

The State's obligation to pay the contractor is contingent upon the availability of federal and appropriated State funds from which payment for contract purposes can be made. No legal liability on the part of the State for payment of any money shall arise unless funds are made available each fiscal year to the Using Agency by the Legislature.

5.7 Contract Amendment

Any changes or modifications to the terms of the contract shall only be valid when they have been reduced to writing and executed by the contractor and the Director.

5.8 Contractor Responsibilities

The contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the contractor. The contractor shall have sole responsibility for all payments due any subcontractor.

The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the contractor's performance of this contract.

5.9 Substitution of Staff

If it becomes necessary for the contractor to substitute any management, supervisory or key personnel, the contractor will identify the substitute personnel and the work to be performed.

The contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The contractor shall forward a request to substitute staff to the State's Contract Manager for consideration and approval. No substitute personnel are authorized to begin work until the contractor has received written approval to proceed from the State Contract Manager.

5.10 Substitution or Addition of Subcontractor(s)

This Subsection serves to supplement but not to supersede Section 3.11 of the Standard Terms and Conditions of this RFP.

If it becomes necessary for the contractor to substitute and/or add a subcontractor, the contractor will identify the proposed new subcontractor and the work to be performed. The contractor must provide detailed justification documenting the necessity for the substitution or addition.

The contractor must provide detailed resumes of the proposed subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is to undertake.

In the event a subcontractor is proposed as a substitution, the proposed subcontractor must equal or exceed the qualifications and experience of the subcontractor being replaced. In the event the subcontractor is proposed as an addition, the proposed subcontractor's qualifications and experience must equal or exceed that of similar personnel proposed by the contractor in its bid proposal.

The contractor shall forward a written request to substitute or add a subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Director for final approval.

No substituted or additional subcontractors are authorized to begin work until the contractor has received written approval from the Director.

5.11 Ownership of Material

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the State of completion, which are prepared for or are a result of the services required under this contract shall be and remain the property of the State of New Jersey and shall be delivered to the State of New Jersey upon 30 days notice by the State. With respect to software computer programs and/or source codes developed for the State, the work shall be considered "work for hire", i.e., the State, not the contractor or subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed.

5.12 Data Confidentiality

All financial, statistical, personnel and/or technical data supplied by the State to the contractor are confidential. The contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the contractor, or any individual or entity in the contractor's charge or employ, will be considered a violation of this contract and may result in contract termination and the contractor's suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

5.13 News Releases

The contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Director.

5.14 Advertising

The contractor shall not use the State's name, logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Director.

5.15 Licenses and Permits

The contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The contractor shall supply the State Contract Manager with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the bidder in its bid proposal.

5.16 Remedies

Nothing in the contract shall be construed to be a waiver by the State of any warranty, expressed or implied, or any remedy at law or equity, except as specifically and expressly stated in writing and executed by the Director.

5.17 Late Delivery

The contractor must immediately advise the State Contract Manager of any circumstance or event that could result in late completion of any task or subtask called for to be completed on a date certain. If the contractor cannot meet the contract completion date for any task or subtask required to be completed by a date certain, the contractor shall be liable to the State for damages incurred.

5.18 Retainage

The amount of retainage is noted on the RFP cover sheet. The Using Agency shall retain the Stated percentage of each invoice submitted. This amount will be held until the end of the contract. At a final review of all deliverables, if the State Contract Manager certifies that all services have been performed satisfactorily, and the QRB concurs, the using agency shall release all of the retainage. If performance has not been satisfactory, the using agency may withhold all or a portion of the retainage based on recommendations of the State Contract Manager and the QRB. Following certification by the State Contract Manager that all services have been satisfactorily performed, the balance of the retainage shall be released to the contractor.

5.19 State's Option to Reduce Scope of Work

The State has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Director shall provide advance written notice to the contractor.

Upon receipt of such written notice, the contractor will submit, within five (5) working days to the Director and the State Contract Manager, an itemization of the work effort already completed by task or subtask. The contractor shall be compensated for such work effort according to the applicable portions of its cost proposal.

5.20 Suspension of Work

The State Contract Manager may for valid reason issue a stop order directing the contractor to suspend work under the contract for a specific time. The contractor shall be paid until the effective date of the stop order. The contractor shall resume work upon the date specified in the stop order, or upon such other date as the State Contract Manager may thereafter direct in writing. The period of suspension shall be deemed added to the contractor's approved schedule of performance. The Director and the contractor shall negotiate an equitable adjustment, if any, to the contract price.

5.21 Change in Law

Whenever an unforeseen change in applicable law or regulation affects the services that are the subject of this contract, the contractor shall advise the State Contract Manager and the Director in writing and include in such written transmittal any estimated increase or decrease in the cost of its performance of the services as a result of such change in law or regulation. The Director and the contractor shall negotiate an equitable adjustment, if any, to the contract price.

5.22 Additional Work and/or Special Projects

The contractor shall not begin performing any additional work or special projects without first obtaining written approval from both the State Contract Manager and the Director.

In the event of additional work and/or special projects, the contractor must present a written proposal to perform the additional work to the State Contract Manager. The bid proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the contractor in its bid proposal.

The contractor's written bid proposal must provide a detailed description of the work to be performed broken down by task and subtask. The bid proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written bid proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written cost proposal must be based upon the hourly rates, unit costs or other cost elements submitted by the contractor in the contractor's original bid proposal submitted in response to this RFP. Whenever possible, the cost proposal should be a firm, fixed cost to perform the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the contractor in its original bid proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt and approval of the contractor's written bid proposal, the State Contract Manager shall forward same to the Director for the Director's written approval. Complete documentation from the Using Agency, confirming the need for the additional work, must be submitted. Documentation forwarded by the State Contract Manager to the Director must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget (OMB) and Office of Information and Technology (OIT).

No additional work and/or special project may commence without the Director's written approval. In the event the contractor proceeds with additional work and/or special projects without the Director's written approval, it shall be at the contractor's sole risk. The State shall be under no obligation to pay for work done without the Director's written approval.

5.23 Form of Compensation and Payment

This Section supplements Section 4.5 of the RFP'S Standard Terms and Conditions. The contractor must submit official State invoice forms to the Using Agency with supporting documentation evidencing that work for which payment is sought has been satisfactorily completed. Invoices must reference the tasks or subtasks detailed in the Scope of Work section of the RFP and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on the RFP pricing sheets. When applicable, invoices should reference the appropriate RFP price sheet line number from the contractor's bid proposal. All invoices must be approved by the State Contract Manager before payment will be authorized.

Invoices must also be submitted for any special projects, additional work or other items properly authorized and satisfactorily completed under the contract. Invoices shall be submitted according to the payment schedule agreed upon when the work was authorized and approved. Payment can only be made for work when it has received all required written approvals and has been satisfactorily completed.

5.24 Prohibition Against Advance Payments

No compensation or payments of any nature will be made to the contractor in advance of services actually performed.

5.25 Accounting Procedures and Records

The contractor is required to maintain auditable accounting records, using accepted standard accounting procedures. The contractor is also required to maintain cost evidence with respect to the execution of this contract. These records must be made available to the State upon the completion of each payment deliverable, and upon State request at any other time during the contract period and for 3 full years from the date of final invoice payment. These requirements shall also apply to any and all subcontractors engaged by the contractor in the execution of this contract.

5.26 Invoice and Payment Procedures

Upon completion, acceptance and delivery of all deliverables associated with each phase of the project, the contractor must present a detailed invoice and supporting documentation together with the accounting records as noted in the Section above. Supporting documentation must detail the number of hours each individual worked by task. No payment will be made until the State Contract Manager has accepted, reviewed, and approved the deliverable(s), verified that contract conditions have been met, and verified the accuracy of the invoice. Invoices for deliverables and supporting documentation are to submitted to the State Contract Manager.

5.27 Final Payment

Upon satisfactory completion of the Scope of Work tasks under this contract, as a condition before final payment or as a termination settlement under this contract, the contractor shall execute and deliver to the State a release of all claims against the State of New Jersey arising under or by virtue of this contract, except claims which are specifically exempted by the contractor to be set forth therein. Unless otherwise provided in this RFP, or by New Jersey law, or otherwise expressly agreed to by the parties to this contract, final payment under this contract or settlement upon termination of this contract shall not constitute a waiver of the State's claim against the contractor or his sureties under this contract.

6.0 PROPOSAL EVALUATION/CONTRACT AWARD

6.1 Proposal Evaluation Committee

Proposals may be evaluated by an Evaluation Committee composed of members of affected departments and agencies together with representative(s) from the Purchase Bureau. Representatives from other governmental agencies may also serve on the Evaluation Committee. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside contractor in an advisory role.

6.2 Oral Presentation and/or Clarification of Proposal

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

6.3.1: The bidder's general approach and plans in meeting the requirements of this RFP.

6.3.2: The bidder's detailed approach and plans to perform the services required by the Scope of Work Section of this RFP.

6.3.3: The bidder's documented experience in successfully completing contracts of a similar size and scope to those required by this RFP.

6.3.4: The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to those required by this RFP.

6.3.5: The overall ability of the bidder to mobilize, undertake and successfully complete the contract. This judgment will include, but not be limited to the following factors: The number and qualifications of management, supervisory and other staff proposed by the bidder to complete the contract, the availability and commitment to the contract of the bidder's management, supervisory and other staff proposed and the bidder's contract management plan, including the bidder's contract organizational chart.

6.3.6: The Bidder's Cost Proposal

6.4 Contract Award

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the State, price and other factors considered. Any or all bids may be rejected when the State Treasurer or the Director of the Division of Purchase and Property determines that it is in the public interest so to do.

7.0 BIDDER DATA SHEETS, BIDDER CAPABILITIES, ORGANIZATIONAL SUPPORT AND EXPERIENCE/TECHNICAL PROPOSAL

Not applicable to this procurement.

8.0 PRICE SHEET(S) AND SUPPORTING DETAIL

Bidders are required to complete the Purchase Bureau Price Sheet on Page 44, and the Cost Summary Sheets and Price Sheet Summary Page contained in Appendix A.

8.1 Cost Summary Sheets

Each bidder must complete the Cost Summary Sheets (Appendix A pages A2- A-7) for each of the five phases by entering the number of hours for each skill level,the applicable all inclusive hourly rates and the total costs for each task. The task hours and costs are then summarized for each phase on page A-1 of Appendix A.

8.2 All Inclusive Hourly Rates

When calculating the total costs, the bidder is to multiply the number of hours for each skill level by the all inclusive hourly rate for each skill level. The hourly rate is to be an all inclusive rate encompassing, for the purpose of this document, direct and indirect costs including salaries, fringe benefits, payroll taxes, overhead, fee or profit, clerical support, office supplies, managerial and other support other than those indicated below.

Office Space - The necessary office space as determined by DFD will be provided for use by the contractor and project staff.

Hardware/Software - DFD will make available, on an as needed basis, up to 4 personal computers with printer(s) for use by the contractor project team for the purposes of this project.

Supplies - DFD will make available desks, chairs file cabinets, bookshelves, a photocopier and telephones (charges at contractor expense) for use by the contractor and project staff. No clerical support will be available.

8.3 Price Sheet Summary Page

The total costs for each phase should be carried to the Price Sheet Summary Page. The costs for each phase shall be totaled and entered in the "Total Price" field. This is the total bid amount. The Price Sheet Summary Page shall be signed by an authorized representative of the bidder's company.

PURCHASE BUREAU PRICE SHEET	TERM CONTRACT – ADVERTISED BID PROPOSAL	
DEPT OF TREASURY PURCHASE BUREAU STATE OF NEW JERSEY 33 WEST STATE ST 8TH FL PO BOX 230 TRENTON, NJ 08625-023	NUMBER: 2003-X-34102 OPEN DATE: 02/27/03 2 PM T-NUMBER: T2016 BIDDER:	PAGE 44 [57]

LINE NO.	COMMODITY-SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 547550 / S001 DIVISION OF FAMILY DEVELOPMENT FAMILY DEVELOPMENT DIV 3 QUAKERBRIDGE PLAZA TRENTON NJ 08619				
00001	COMMODITY CODE: 794-43-045151 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE I: PROJECT START UP.	1	EACH	________	________
00002	COMMODITY CODE: 794-43-045152 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE III: FEASIBILITY STUDY AND ALTERNATIVES ANALYSIS.	1	EACH	________	________
00003	COMMODITY CODE: 794-43-045153 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE III: COST BENEFIT ANALYSIS.	1	EACH	________	________
00004	COMMODITY CODE: 794-43-045154 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE IV: PREPARE IMPLEMENTATION PROJECT ADVANCED PLANNING DOCUMENT UPDATE.	1	EACH	________	________
00005	COMMODITY CODE: 794-43-04515 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE IV: PREPARE IMPLEMENTATION PROJECT RFP	1	EACH	________	________
00006	COMMODITY CODE: 794-43-045156 NEW JERSEY CASS/ISIS PROJECT ADDITIONAL WORK BASED ON HOURLY RATES PROVIDED BY THE CONTRACTOR IN THE ORIGINAL RFP	1	EACH	________	________
00007	COMMODITY CODE: 794-43-048697 NEW JERSEY CASS/ISIS PROJECT ALL INCLUSIVE FIRM FIXED PRICE TO COMPLETE PHASE V: QUALITY ASSURANCE DURING IMPLEMENTATION	1	EACH	________	________

APPENDIX A

PRICE SHEET SUMMARY PAGE

BIDDER NAME: ______________________________

ITEM	DESCRIPTION	PRICE
1	PHASE I - Project Start-up	$
2	PHASE II – Feasibility Study and Alternatives Analysis	$
3	PHASE III - Cost/Benefit Analysis	$
4	PHASE IV – Prepare Implementation Project Advance Planning Document Update and Implementation Project Request for Proposal (RFP)	$
	SUB-TOTAL	$
5	PHASE V – Quality Assurance Oversight of Implementation Project	$
	TOTAL PRICE	$

______________________________ ______________

Name and Title **Date**

BIDDER NAME: ______________________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF	TASK AND DELIVERABLE DESCRIPTION	HOURS: BY SKILL LEVEL				
	PHASE I					
		PA	**TS**	**S A**	**AP**	
3.1	Start Up Project					
3.1.1	Plan, Supervise, Coordinate Project – Project Work Plan – Project Schedule – Change Control Procedures – Problem/Issue Log	______	______	______	______	
3.1.2	Brief the Project Team Project Team Briefing Memo	______	______	______	______	
3.1.3	Brief Quality Review Board (QRB) Quality Review Board Briefing Memo	______	______	______	______	
3.1.4	Start Up Documentation Repository/Project Files Documentation Repository Project Files	______	______	______	______	
		PA	**TS**	**S A**	**AP**	**PHASE I Totals**
	Phase I total number of hours per job title	______	______	______	______	__________
	(Multiplied by)					
	All inclusive hourly rate per job title	______	______	______	______	
	Total cost per title for Phase I	______	______	______	______	
	GRAND TOTAL Cost phase I					__________

BIDDER NAME: ______________________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF | **TASK AND DELIVERABLE DESCRIPTION** | **HOURS: BY SKILL LEVEL**

PHASE II

RFP REF	TASK AND DELIVERABLE DESCRIPTION	PA	TS	SA	AP
3.2	Feasibility Study and Alternatives Analysis				
3.2.1	Describe the Status Quo – Description of System – Critical System Documentation – Interface Narrative	______	______	______	______
3.2.2	Validate User Requirements – Baseline User Requirements	______	______	______	______
3.2.3	Update User Requirements – Conduct Interviews – Updated User Requirements	______	______	______	______
3.2.4	Publish User Requirements – User Requirements Document	______	______	______	______
3.2.5	Conduct a meeting with the Quality Evaluators – Summary Report	______	______	______	______
3.2.6	Present User Requirements to Quality Review Board – Quality Review Board Agenda – Quality Review Board Presentation Materials – User Requirements Documentation – Quality Review Board Acceptance of Requirements	______	______	______	______
3.2.7	Construct Conceptual Flowchart – Conceptual Flowchart of Proposed System – List of Major Subsystems – Conceptual Flowchart Narrative	______	______	______	______

BIDDER NAME: ______________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF	TASK AND DELIVERABLE DESCRIPTION	HOURS: BY SKILL LEVEL				
	PHASE II (continued)					
		PA	**TS**	**SA**	**AP**	
3.2.8	Assess Project Feasibility – Initial Cost Estimates – Feasibility Summary	______	______	______	______	
3.2.9	Prepare Feasibility Study and Alternatives Analysis – Feasibility Study and Alternatives Analysis – Evaluation Criteria – Evaluation Methodology – Evaluation Criteria Matrix	______	______	______	______	
3.2.10	Conduct a meeting with the Quality Evaluators – Summary Report	______	______	______	______	
3.2.11	Present Feasibility Study to Quality Review Board – Quality Review Board Agenda – QRB Presentation of Materials – Feasibility Study – QRB Approval	______	______	______	______	
		PA	**TS**	**SA**	**AP**	**PHASE II Totals**
	Phase II total number of hours per job title	______	______	______	______	__________
	(Multiplied by)					
	All inclusive hourly rate per job title	______	______	______	______	
	Total Costs per title	______	______	______	______	
	GRAND TOTAL Cost Phase II					__________

APPENDIX A (Continued)

BIDDER NAME: ______________________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF	TASK AND DELIVERABLE DESCRIPTION	HOURS: BY SKILL LEVEL			
	PHASE III				
		PA	**TS**	**SA**	**AP**
3.3	Cost/Benefit Analysis				
3.3.1	Identify and Characterize all Costs Cost Statement for existing System Environment	______	______	______	______
3.3.2	Prepare Cost/Benefit Analysis – Cost Benefit Profile for Current System Environment – Cost Benefit Profile for each Alternative – Comparison of Alternatives Worksheet	______	______	______	______
3.3.3	Conduct a meeting with the Quality Evaluators – Summary Report	______	______	______	______
3.3.4	Present Cost/Benefit Analysis to QRB – Quality Review Board Agenda – QRB Presentation of Materials – Cost/Benefit Analysis – QRB Approval	______	______	______	______

	PA	**TS**	**SA**	**AP**	**Phase III Totals**
Phase III total number of hours per job title	______	______	______	______	__________
(Multiplied by)					
All inclusive hourly rate per job title	______	______	______	______	
Total Cost per title for Phase III	______	______	______	______	
GRAND TOTAL COST PHASE III					__________

APPENDIX A (Continued)

BIDDER NAME: ______________________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF	TASK AND DELIVERABLE DESCRIPTION	HOURS: BY SKILL LEVEL			
	PHASE IV				
		PA	**TS**	**SA**	**AP**
3.4	Prepare Implementation Advance Planning Document Update (IAPDU) and Prepare Implementation Project RFP				
3.4.1	Prepare IAPDU for ISIS/CASS Project – Executive Summary – Update of Feasibility Study – Revised Project Budget – Update Cost Benefit Analysis – Cost Allocation Plan – Project Plan Update (Initiatives. Accomplishments, Revised technical approach) – Project Status Report – Revised Project Management Plan – Letter of Approval from Federal Authorities		______	______	______
3.4.2	Conduct a meeting with the Quality Evaluators – Summary Report	______	______	______	______
3.4.3	Present Implementation Advance Planning Document Update to the Quality review Board – Quality Review Board Agenda – QRB Presentation of Materials: IAPDU – QRB Approval	______	______	______	______
3.4.4	Prepare Draft Implementation Project RFP – Draft Implementation Project RFP	______	______	______	______
3.4.5	Conduct a meeting with the Quality Evaluators – Summary Report	______	______	______	______
3.4.6	Prepare Final Implementation Project RFP – Final Implementation Project RFP	______	______	______	______

BIDDER NAME: ______________________________

PA – Project Administrator
TS – Technical Supervisor
SA – Senior Analyst
AP – Analyst/Programmer

PROJECT WORK PLAN, TASK, DELIVERABLE AND COST SUMMARY

RFP REF	TASK AND DELIVERABLE DESCRIPTION	HOURS: BY SKILL LEVEL				
		PA	**TS**	**SA**	**AP**	
3.4.7	Present Implementation Project RFP to the QRB – Quality Review Board Agenda – QRB Presentation of Materials – Implementation Project RFP – QRB Approval – Letter of Approval from Federal Authorities	______	______	______	______	
		PA	**TS**	**SA**	**AP**	**Phase IV Totals**
	Phase IV total number of hours per job title	______	______	______	______	____________
	(Multiplied by)					
	All inclusive hourly rate per job title	______	______	______	______	
	Total Cost per Title for Phase IV	______	______	______	______	
	GRAND TOTAL COST PHASE IV					____________

PHASE V

RFP REF	TASK AND DELIVERABLE DESCRIPTION	PA	TS	SA	AP	
3.5	Implementation Quality Assurance Implementation Quality Assurance Services as directed by State Contract Manager (minimum 1200 hours)	______	______	______	______	
		PA	**TS**	**SA**	**AP**	**Phase V Totals**
	Phase V total number of hours per job title	______	______	______	______	____________
	(Multiplied by)					
	All inclusive hourly rate per job title	______	______	______	______	
	Total Cost	______	______	______	______	
	GRAND TOTAL COST PHASE V					____________

APPENDIX B

Program / Systems Description

Program Descriptions

Temporary Assistance to Needy Families (TANF) and Emergency Assistance (EA) Programs

The TANF program provides temporary financial assistance to needy families with children. Eligibility determination is made by eligibility workers employed by each of the twenty-one (21) County Welfare Agencies (CWAs).

General Assistance (GA) Program

The Work First NJ/General Assistance (GA) program provides temporary financial assistance to childless couples and single adult individuals. The program is administered by county or municipal welfare agencies.

Currently GA benefits are issued as checks to clients or as vouchers. The use of a voucher is at the discretion of the agency. DFD has currently implemented a new Oracle based GA system. Once fully operational, most benefits will be issued electronically.

Food Stamps Program

The Food Stamp program is intended to improve the nutritional standard of low income households by providing benefits via Electronic Benefits Transfer (EBT) that may be used to purchase food products in participating grocery stores.

Eligibility determination is made by eligibility workers employed by each CWA. Fraud and recovery activities are performed by specialized claims workers in most counties. All quality control functions for the Food Stamp program are handled by the Bureau of Quality Control within DFD.

Child Support and Paternity Program

The Child Support and Paternity Program is responsible for locating non-custodial parents, establishing paternity, obtaining and enforcing child support orders, and securing medical support. In New Jersey, the Program is State supervised and county administered. DFD serves as the State IV-D Agency and has a cooperative agreement with the Administrative Office of the Courts for the collection and enforcement of child support orders.

System support for the Child Support and Paternity Program is provided by the Automated Child Support Enforcement System (ACSES). ACSES is a batch system having 126 Record Types that interface with 65 database areas. The system processes over 10,000 transactions daily and produces over 4,000 documents to clients, case workers and absent parents on a daily basis. ACSES is supported by over 200 on-line screens.

ACSES supports all of the core federal functional requirements for child support enforcement, including case initiation, case management, financial management, and enforcement.

New Jersey Cares for Kids (NJCK)

New Jersey Cares for Kids (NJCK) is the Statewide subsidized child care certificate program, funded through SSA Title IV-A. At-Risk Child Care (ARCC) funds provide childcare assistance to families who are employed full time and are at risk of welfare dependency. Child Care Development Funds (CCDF) (regular) provide assistance to low and moderate income families who are employed or participating in an education or training program, and the CCDF (CPS) funds are for child care services to children under the protective supervision of the Division of Youth and Family Services (DYFS).

HEA (Home Energy Assistance Program)

The Home Energy Assistance Program (HEA) is designed to provide assistance with fuel and certain utility bills for the elderly, disabled, and/or low-income status residents. The system includes interfaces with FAMIS and other social service files to determine eligibility. Annually (1993) the program issued 50 million dollars in benefits.

TOP (Tax Offset Program)

The Tax Offset Program (TOP) is a system that is Federally mandated by the Food and Nutrition Service (FNS). The TOP system offsets individuals' federal tax returns to repay non-entitled Food Stamp benefits.

AFDC Eligible Medicaid

The Division of Medical Assistance and Health Services (DMAHS) is responsible for supervising Medicaid programs and eligibility for those programs. However, DFD administers the FAMIS system used by CWA staff in determining Medicaid eligibility using Aid to Families with Dependent Children (AFDC) criteria.

DFD Systems Overview

System support for WFNJ/TANF is provided via FAMIS and the Online Management of Economic Goal Achievement System (OMEGA).

FAMIS automates the processing of benefit eligibility standards and the issuance of TANF, Emergency Assistance (EA) payments to the client benefits in the form of Electronic Benefits Transfer (EBT) cash postings, vendor and EA checks for providers and Emergency Assistance payments, as well as Food Stamp benefits via EBT and Medicaid cards for the old AFDC eligible population.

OMEGA records are established automatically through referrals for all employable participants in WFNJ/TANF. OMEGA provides case management of client participation in work activities, including support services, child care and work related payments and provider information.

This section provides an overview of DFD systems, the current data processing environment, the software systems that support DFD programs, and the Statewide communications network.

The systems that these profiles focus on are:
- ACSES - Automated Child Support Enforcement System,
- FAMIS - Family Assistance Management Information System,
- OMEGA - On-line Management for Economic Goal Achievement System,
- GA - General Assistance System,
- CARES – Child Care Automated Resources and Eligibility System,
- CTRX - Center-based Child Care System,
- CATS - Contract Administration Tracking System, and
- CCRRS - Child Care Resource and Referral System
- HEA - Home Energy Assistance Program System,
- IEVS - Income Eligibility Verification System,
- TOP - Tax Offset Program,
- ALPHA-X - Alternative Alpha Index Lookup.

Automated Child Support Enforcement System (ACSES) - System Summary

ACSES was developed to support all of the core federal functional requirements for child support enforcement. They include case initiation, case management, financial management, and enforcement. ACSES also encompasses reporting and security/privacy functionality. The Automated Child Support Enforcement System assists in tracking down non-custodial parents who fail to pay child support. ACSES identifies delinquent payers on a daily basis, records the collection and distribution of payments, provides for the enforcement of collection, either directly, or by wage executions, tax interceptions, or unemployment benefit interceptions.

The system processes over 17,000 daily checks, in excess of 33 million dollars in payments monthly. In addition, over 10,000 daily transactions are processed, and over 4,000 daily documents to clients, case workers, and absent parents.

ACSES system maintains and reports on the status of child support enforcement. The system identifies a client’s current public assistance and IV-D status, and opens a corresponding non-AFDC case when appropriate. The IV-A system provides a daily file of data for the IV-D ACSES case. IV-D cases are updated batch overnight through on-line input.

Non IV-A input is received via document, and keyed in by data entry. The data are edited in both on-line and batch mode, and added as a IV-D case when they pass the edit criteria. Unique “Departmental Client Numbers” (DCN) are assigned to each individual (including absent parents) in the system.

ACSES produces consent conference letters, complaints, summonses and court calendar lists for paternity and obligation establishment. Court related activities are tracked in accordance with the expedited process. Legal referral status is maintained in order to track the status of establishing an obligation.

Once monies are collected, ACSES uses an adjustment/check management transaction system to keep track of balances and disbursements. This process includes the generation/distribution of a monthly bill and tracking of delinquent payments. Financial data is kept on-line for 13 months.

The State Parent Locator System is a “subsystem” of ACSES.

Major Inputs:

- Daily on-line entry of case information;
- Daily on-line table maintenance;
- Monthly interface data from OMEGA (WFNJ);
- Daily interface data from FAMIS;
- Federal Parent Locator System;
- State Parent Locator System;
- Weekly update from DOL/UIB;
- Monthly DOL wage update;
- Daily Federal Case Registry;
- Daily State Directory of New Hire;
- Weekly Department of Treasury;
- Daily From Central Collections Vendor;
- Daily From Financial Institution Data Match Vendor;
- Daily EFT Files from Employers and Other States.

Major Outputs:

- 17,000 checks daily;
- Over 250 Reports in the following categories;
- Interface reports;
- Case maintenance;
- Accounts receivable;
- Expedited processes.

FAMIS - System Summary

FAMIS automates the processing and issuance of TANF/WFNJ benefits, Emergency Assistance, Food Stamps, and AFDC eligible Medicaid cards.

The system is primarily a batch system, with data collected via on-line data entry and updated through the batch update process. Major functional subsystems include: Payment History, Social Security verification, financial reporting, payment reconciliation, and management reporting.

The system also includes interfaces to other DFD and Department of Human Services (DHS) systems, including: OMEGA, ACSES, HEA, IEVS.

Data is edited both at point of data entry, and at the time of batch update, resulting in a dual-edit process. Individual program audit controls take place at runtime during the batch process, and are verified through review of off-line batch reports.

The following are system inputs:

- online (transaction file updates) data entry of client and case information;
- on-line entry of secondary information, such as provider data;
- information from batch feeder systems, including ACSES, Social Security Administration (SSA); DMAHS Eligibility File;
- benefit history and aging file from the Electronic Benefit Transfer (EBT) vendor; and
- bank reconciliation from the check issuance process for non-EBT counties.

The following are systems outputs:

- payments, (EBT/EFT and checks),
- reports (management and fiscal),
- online issuance and tracking history,
- files for reconciliation to other DHS systems,
- 1099s,
- case maintenance and benefit files to EBT vendor,
- OMEGA Transaction Referral,
- 105 source turnaround document, and
- system generated client notices.

The implementation of WFNJ/TANF resulted in changing the priorities for information technology support. The WFNJ/TANF implementation schedule required the installation of the infrastructure to accommodate the systems enhancements necessary to address the data capture and reporting requirements of PRWORA and provide additional automated support to workers. Improving worker productivity through improved automation became extremely important with the administrative cap requirements of PRWORA. Providing office automation tools as well as system enhancements was the best way to deliver this support within the mandated time frames for WFNJ/TANF implementation.

The implementation of the WFNJ/TANF program required automated systems support that included modifications to existing legacy systems functionality and implementation of new systems functionality. To accommodate the WFNJ/TANF implementation requirements and schedule, a Statewide rollout of the infrastructure rather than the phase in that was originally planned was required. This provided all workers with office automation and access to the enhanced system functionality. New functionality was developed utilizing the new infrastructure and modifications to the legacy applications to support the TANF business requirements. This included a Universal Application Program (UAP) and significant changes to eligibility determination. UAP minimizes the redundant data capture among the programs and provides the ability to capture and maintain additional data without significant changes to the legacy systems data bases and processing logic. Additionally, CWA staff obtains access to the EBT system via the LAN.

This strategy proved effective for supporting the timely implementation of WFNJ/TANF. However, it also required DFD to modify the existing legacy systems for Year 2000 compliance. All of these activities have now been successfully completed and DFD is prepared to complete the replacement of its legacy applications with a web enabled open architecture based system.

OMEGA - System Summary

OMEGA is the “On-line Management for Economic Goal Achievement” system. It is an information system originally designed to support the Realizing Economic Achievement (REACH) program and subsequently modified to accommodate the Family Development Program (FDP). FDP is the Job Opportunities and Basic Skills Training (JOBS) program and further modified for the new WFNJ programs.

Eligible clients are referred to OMEGA automatically from FAMIS. Information maintained on OMEGA includes education, work history, special needs, and other client data necessary for the establishment of activity records and associated support records. The FAMIS case number is used as the access key to OMEGA.

The objective of the OMEGA system is to provide WFNJ case managers a comprehensive tool for monitoring work activities and providing ongoing or transitional payments. It further provides the Case Manager the accessibility to all activity relating to a client’s background, activity enrollment, support services, cost projections, payments, child care and provider information, plus other important data required to successfully guide a WFNJ participant to gainful employment. The system is also used to track the progress of WFNJ clients.

Inputs to OMEGA include:

- FAMIS client demographic and referral data,
- provider file, and
- case management, client support and work history update screens.

Outputs from OMEGA include:

- checks and vouchers,
- referral letters,
- management and fiscal reports and report files (for use by iAcquire report distribution), and
- provider, payment and work history inquiry.

Work First New Jersey (WFNJ) General Assistance Automated System (GAAS) – System Summary

General Assistance (GA) is a program which provides benefits to individuals based on specific eligibility guidelines. The program is administered by County Welfare Agencies and non-consolidated municipalities.

The General Assistance Automated System (GAAS) is an automated on-line processing system that supports the administration of the WFNJ/GA in the county welfare agencies and autonomous municipal welfare departments. The GA Program provides individuals with assistance such as Maintenance Payments, Immediate Need, Emergency Assistance (EA), Temporary Rental Assistance (TRA), and Medical Assistance.

The GAAS System supports the following three major functional areas for the WFNJ/GA Program:

- Intake/Eligibility,
- Case Management, and
- Fiscal Management/Checkwriting.

The Intake/Eligibility subsystem allows caseworkers to enter client application information and calculate the eligible benefits for the clients. The Case Management subsystem allows case managers to review and monitor WFNJ/GA case information. The Fiscal Management/Checkwriting subsystem provides the ability to keep track of payment records and issue client and vendor checks.

Seventeen counties and all non-consolidated municipalities have been converted to GAAS.

General Assistance Master File - System Summary

For four counties that have not been converted to the GAAS, a Statewide general assistance master record is created from those agencies that have the ability to generate an automated input file. The master file is sorted by Social Security Number (SSN), then printed, with emphasis on duplicate SSNs across municipalities.

After payments are processed, the master file is extracted by SSN and matched to a Supplemental Security Income (SSI) extract by social security number. This provides a report on duplicates for DFD review.

Similarly, extracts of the GA master file are used to match against an extract of FAMIS (again, by SSN) to create a report of AFDC/GA matches. Extracts of the GA master file are also sent to the Department of Labor (DOL), to match against the DOL's Unemployment Insurance Bureau (UIB) master file. DOL returns a tape with matched records, which are reported on.

The GA-6 Subsystem processes manual entry from municipalities that are not automated, or are unable to send in automated data. The data are then processed through similar matching programming as the automated GA data (FAMIS/AFDC, cross municipalities, DOL/UIB matching). GA files are also matched against an incoming file from New York, producing a report titled "GA Recipients matched against New York State wage files."

Reports outputs from the GA system include: SSN internal match, State Data Exchange (SDX) automated match by SSN, AFDC automated match by SSN, UIB automated match by SSN, NY State match, GA-6 match, Wage Reporting System match, FAMIS match, and master files of recipients. The GA system has eight online screens for update and inquiry of data. Data input is also accomplished via batch tape updates and offline data entry.

Child Care Automated Resource and Eligibility System (CARES) - System Summary

CARES supports the New Jersey Cares for Kids (NJCK) child care program. This statewide subsidized child care certificate program is funded through SSA Title IV-A, At-Risk Child Care (ARCC) and the Child Care Development Funds (CCDF). ARCC funds provide child care assistance to families who are employed full time and are at risk of welfare dependency. The CCDF (regular) funds provide assistance to low and moderate income families who are employed or participating in an education or training program, and the CCDF (CPS) funds are for child care services to children under the protective supervision of the Division of Youth and Family Services (DYFS).

Major Inputs:

- Eligibility, Agreement and Voucher screens,
- Provider file.

Major Outputs:

- Preliminary Agreements,
- Parent Provider Agreements (PAPA),
- Check generation at agency sites,
- Payment Vouchers,
- Reports,
- Letters,
- Redetermination forms,
- Accounting system consisting of general journal, general ledger, trial balance and an end of contract closeout process,
- Data for Federal Reports and automated transmission.

Center-based Child Care System (CTRX)

The Center-based Child Care System (CTRX) supports the Center-Based Contracted (CBC) System. Under this program, child care slots are purchased from approximately 200 Statewide child care centers under contract with the Division of Family Development (DFD). The CTRX system verifies eligibility and records the demographic information of the children placed in the slots under contract. Since the slots are prepaid, there is no check processing or fiscal system as part of the CTRX system. The CTRX system is a “CARESlike “ system, written in Oracle, and residing on the client/server.

Major Inputs:

- Data input from Applications or changes noted on Turnarounds. This occurs at the State CCO site after documents are sent from the centers.

Major Outputs:

- Client Turnarounds,
- Reports,
- Data for Federal Reports.

Contract Administration Tracking System (CATS) [Under Development]

The Contract Administration Tracking System (CATS) was developed primarily to support the CTRX and to maintain Work First New Jersey (WFNJ) contracts under the jurisdiction of the Division of Family Development (DFD).
The DFD Contract Administration Tracking system (CATS) is an Oracle database with a Visual Basic 6.0 front-end, hosted by the Office of Information Technology (OIT). The development of the CATS application has been a joint venture between DFD and OIT.

The CATS database contains the Center-Based Care (CBC) contract information, which is needed by the CTRX application. The CATS database is periodically updated with new contract information that has been converted from an existing DFD Contract Administration Unit application developed in MS Access 97.

The new CATS application will be used by the DFD Contract Administration Unit to build, monitor and track all DFD contracts. DFD is awaiting the completion of the new CATS front-end application.

Child Care Resource and Referral System (CCRRS)

The Child Care Resource and Referral System (CCRRS) is a database system designed to assist the (Unified Child Care Agencyies (UCCAs) in the process of providing child care resource and referral services to clients and other agencies, and to follow the normal flow of the client referral process (i.e., Add intake>Add child>Search for care>Refer providers). Additionally, for WFNJ clients/providers, WFNJ activity data, placement data, inspection data, and counseling data may also be collected.

Clients are identified in the system as Public clients, WFNJ clients and Other (Public) clients. Child Care providers are identified in two distinct groups, Providers (agencies) and Approved Providers (individuals).

When a client first calls the UCCA, the counselor collects basic demographic information regarding the client/child and the type of care requested. Later, the counselor creates the appropriate intake record, on the system, for that client, then tries to match the client to those providers who match the criteria requested by the client.

Having all relevant client/provider information on a computer database allows a counselor to retrieve information, analyze/track data, print reports, forms and labels and provide on-going referrals to clients "while they wait".

The CCRRS software is a FoxPro 2.5 for MS-DOS run-time application and is menu-driven and "mouse aware". It is configured in each UCCA as a peer-to-peer network, using Client for MS Network, with one workstation designated as the peer server. The processes to distribute software upgrades or modifications, and to provide trouble-shooting, are completed electronically, via network mapping; however, they are not automated.

The present configuration of CCRRS does not allow the State to track or report on data Statewide, since each peer-to-peer network stands alone. Furthermore, there are system-related problems using legacy-based applications in 32-bit Windows environments.

The State is now considering two (2) development options, which will effectively move the CCRRS into a Windows environment. The first is the purchase of NACCRRAware, a web-based application, with a vertical, 3-tier design using a Cloudscape database (backend), Java (middleware) and Internet Explorer/Netscape Navigator (interface). The advantage to this option is that the association that developed NACCRRAware is also the national CCR&R organization. The second is an OIS-developed Windows application using MS Access 97 (not yet completed).

Home Energy Assistance Program - System Summary

Eligible clients receive payment once, when requested (through the application system), or automatically through the system. Notices are generated to inform clients of their status, and there is a detailed tracking system and reports to audit status in the system.

The following are inputs to the HEA system:

- FAMIS Strip file (check eligibility income, duplicates);
- Housing and Urban Development (HUD) file (check residence --public housing);
- Benefits Determination Table (fuel type, household size, income, geographic location -- to determine benefit amount); and
- HEA Vendors.

Income Eligibility Verification System (IEVS) - System Summary

IEVS matches are Federally mandated programs that provide earned and unearned income information and updates to the IEVS database maintained by New Jersey. IEVS matches are as follows:

- Earned Income - Wage Reporting is a quarterly process that matches active individuals on TANF , Food Stamps, and Medicaid to the NJ Department of Labor Wage and Earned Income database. The NJ Department of Labor returns two (2) files, one containing matched and the other containing unmatched SSNs. The Matched file from the Department of Labor is used to update the IEVS database with the Wage Earnings and the Employer information for the individual maintained by the Department of Human Services.
- Unearned Income - Unemployment Insurance Benefits is a monthly process that matches active individuals on TANF, Food Stamps, and Medicaid to the NJ Department of Labor UIB Database. The NJ Department of Labor returns two (2) files, one containing matched and the other containing unmatched SSNs. The matched file from the Department of Labor is used to update the IEVS database with UIB Amounts maintained by the Department of Human Services. (i.e. UIB amount received , and UIB Start Date)
- Unearned Income - IRS 1099 (Interest, Dividend Income) is a monthly process that matches a file of selected individuals from both DFD and Medicaid to the IRS database. The IRS returns two (2) files, one containing Hits/Matches and the other containing No Hits/Unmatched unmatched SSNs. Upon receipt of the two (2) files from IRS; NJ Department of Human Services processes the files and updates the IEVS database with the interest and dividends earned on Bank Accounts (Checking and Savings), Mutual Funds, etc.
- Unearned Income - Social Security Administration (SSA) Match is a process that is generated upon request and matches a file of selected individuals to the SSA database. The SSA returns two (2) files, one containing matched and the other containing unmatched SSNs. Upon Receipt of the files from SSA; the NJ Department of Human Services updates the IEVS Database with the monthly benefits received from SSA.

The Income Eligibility Verification System generates the PA925 document for all individuals in which a matched occurred between the file submitted from Human Services and the source of the matches (NJ Department of Labor, IRS., or SSA). Additionally, reports are generated.

Tax Offset Program (TOP) - System Summary

The TOP system includes matches between New Jersey's TOP Database and the databases maintained by the Internal Revenue Service (IRS) and the Food and Nutrition Service (FNS). The debts submitted to IRS/FNS for Tax Offset are determined by the amount of the debt (at least $25.00) and the age of the debt (at least six (6) months old and not greater than ten (10) years). If there is a court ordered judgement, then there are no time frames.

The TOP database maintained by New Jersey is updated as follows:

- County Update - The counties can update the TOP database by uploading a file through electronic submission to an address provided and maintained on the mainframe. The counties utilize a software package (ABACAS) that maintains a Food Stamp claims database on a county level and provides the file and file layout required to update the TOP database maintained by New Jersey.
- On line update - Screens have been provided that will update the database through the use of a batch process consisting of transactions entered on daily basis.
- Offset Updates - IRS through FNS updates the TOP database through files submitted electronically. The IRS updates indicate on a biweekly basis whether the debt was offset, a refund on the debt was made, or a reversal on the debt offset was performed.

Additionally, IRS and FNS update the TOP database based on files generated by New Jersey to update specific data elements and fields on the database. The Pre-Offset Address Match file is sent from New Jersey to IRS/FNS. The return file contains addresses from the IRS or TOP database for the SSN of the debtors submitted on the file.

The TOP system produces the following outputs that are generated on a request basis:

- Sixty Day Notices - Notices generated from the federal return Address Match file. These notices provide the debtor with the required due process to either appeal the debt and request a fair hearing, make arrangements with the county to pay the debt on an installment basis, or pay back the entire debt. If no client response is received within the allotted sixty days, then the tax offset occurs.
- Certification - A file is generated and forwarded to IRS that indicated the debts included on the file are correct and to use the debtor's Federal Tax return to offset the debt. (This file does not contain the debts being paid back through the installment process.)

Additionally, a State set-off Program (SOIL) provides a mechanism between the Department of Human Services and the Department of Treasury to offset State Tax Returns where the amount of the debt is at least $25.00 and the age of the debt is at least six (6) months and not greater than ten (10) years old.

ALPHA-X - System Summary

Alpha-X is an on-line application that gives DFD alphabetic name access to all major DHS client information. Client information is derived from these systems: FAMIS, ACSES, DYFS-SIS, and HEA.

It is based on an IDS-II indexed database that is updated from source systems by batch, daily for major applications. There are “active” (FAMIS) and “inactive” (FAMIS inactive cases) files that can be accessed. The Alpha-X process includes the use of soundex functionality that allows lookup on similar sounding names.

Report Distribution Process - iAcquire

DFD has purchased 5,000 licenses for iAcquire report management and distribution software. Efforts are presently underway to define and convert current production reports on the three largest systems, FAMIS, ACSES and OMEGA. This software provides web-based access to these reports and provides the end user with the ability to view, print or extract and export data for use in other database/spreadsheet applications. Training and roll-out of reports is planned for early 2001.

Data Warehouse

The goal of the Shared Data Warehouse (SDW) effort is to provide a platform for the storing of data for analysis, reporting, and to provide flexible access to this data from a variety of desktop software applications. In general, the SDW requirements relate to a system that will house and provide access to data from the following systems:

- New Jersey Medicaid Management Information System (NJMMIS), data for programs administered by DMAHS, such as Medicaid and those administered by DHSS, such as Pharmaceutical Assistance to the Aged and Disabled (PAAD), and Charity Care;
- FAMIS data for Temporary Assistance for Needy Families (TANF), Emergency Assistance (EA) and Food Stamps;
- On-line Management for Economic Goal Achievement System (OMEGA), data for the Family Development Program (FDP) which incorporates the Job Opportunities and Basic Skills Training (JOBS) program; and
- Automated Child Support Enforcement System (ACSES), data for Child Support.
- General Assistance (GA), data for the General Assistance Program.

Later phases of this SDW effort will address the needs of supporting the data requirements for other programs. These include, but are not limited to, the following:

- Data to support the Work First New Jersey (WFNJ) Program (such as Unemployment, Disability information, etc.);
- Division of Youth and Family Services (DYFS) data;
- Division of Mental Health Services;
- Division of Developmental Disabilities;
- Other DHS Agencies; and
- Other DHSS data (such as Birth, Death, Immunization and other Registries).

New Jersey seeks to build a platform that will support the data warehousing needs of the State over time. DFD will be working with DMAHS to include predefined data sets in the MMIS Shared Data Warehouse. The RFP for this project was issued on June 29, 2000.

System Hardware Overview

The Bull Model DPS 9000/754-2 is a four processor computer rated at 240 Million Instructions per Second (MIPS). It is expandable to a total of eight processors. This DPS 9000/754-2 has the following configuration:

- one megabyte memory
- 3 I/O processors (IOPs)
- 42 physical channels
- 375 GB disk
- 3 open reel tape drives
- 4 free standing 18-track tape cartridge drives
- 16 free standing 36-track tape cartridge drives
- 8 library 36-track tape cartridge drives
- 3 non-impact printers, 150 ppm simplex, 300 duplex
- 3 impact printers, 1200 lpm
- ability to print to any network printer via DPF and Xprint running on an NT server

Most in-house DFD applications run on the DPS 9000. The exceptions are the Child Support Hotline, which runs on an IBM RS/6000 in the HUB, and the CARES, GAAS and UAP systems running on a Bull EPC 1200, also in the HUB.

System Software Overview

The operating system for the DPS9000 is Bull's General Comprehensive Operating System (GCOS). The installed System Release level is SR4500, update 45030. The operating system is scheduled to be updated to SR5 by the end the of first quarter of calendar year 2001.

DFD will soon migrate from the Banyan VINES network operating system to Windows 2000s network operating system to support file/print and database services. DFD is also in the midst of migrating from the Banyan VINES Intelligent Messaging system for electronic mail to Netscape SuiteSpot for electronic mail, calendaring, and collaboration. LAN gateways to Bull and IBM mainframes are implemented via terminal emulation using a product called G-Link.